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«Йошкар-Олинский техникум сервисных технологий»

## **МЕТОДИЧЕСКИЕ УКАЗАНИЯ**

для студентов по выполнению практических работ по дисциплине  
ОГСЭ.03 Иностранный язык

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46.02.01 Документационное обеспечение управления и архивоведение

РАССМОТРЕНО  
на заседании ПЦК Общеобразовательных  
дисциплин и дисциплин направления  
«Социальная работа»  
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**Методические указания для студентов по выполнению  
практических работ.**

Изложен ход практических работ, приведены задания для выполнения  
практических работ, контрольные вопросы. Методические указания  
предназначены в первую очередь для студентов, а также преподавателей  
учреждений среднего профессионального образования

## СОДЕРЖАНИЕ

Пояснительная записка	4
1. Практические работы	7
2. Информационное обеспечение	50

## Пояснительная записка

Методические указания представляют собой практикум для развития навыков профессионально ориентированного речевого общения и предназначено для обучающихся по специальности 46.02.01 Документационное обеспечение управления и архивоведение.

Предлагаемый курс призван развивать у студентов профессионально-ориентированную грамматическую и коммуникативную компетенцию, обеспечить совершенствование навыков правильного грамматического оформления речи.

В методических указаниях отражен коммуникативный подход в обучении. Для успешного овладения иностранным языком обучаемые должны знать не только языковые формы (т.е. грамматику, лексику и произношение), но также иметь представление о том, как их использовать для целей реальной коммуникации. Представленный учебный материал знакомит обучаемых с функциональным аспектом изучаемого языка и предлагает соответствующую систему упражнений. В данном пособии показаны основные приемы коммуникативно - ориентированного подхода к обучению иностранного языка.

Каждый раздел включает в себя тексты для ознакомительного, изучающего и просмотрового чтения, которые содержат актуальную информацию из аутентичных источников.

Целью учебного пособия является развитие и совершенствование умений и навыков устной речи в деловой и общепрофессиональной коммуникации, лингвистической компетентности студентов. Формальные аспекты языка: грамматика, лексика и фонетика представлены в коммуникативном контексте так, что обучаемым сразу становится понятно их использование в речи. Кроме того, обучаемым предлагаются приближенные к реальной жизни задания, в ходе выполнения которых систематически развиваются иноязычные речевые умения. Такой подход предполагает создание на занятиях атмосферы доверия и сотрудничества, когда обучаемые вовлечены в процессе обучения.

Контроль выполнения практических заданий проводится преподавателем в аудитории.

Предусмотрены следующие виды контроля:

- устный опрос;
- проверка отчетной работы.

Результаты контроля используются для оценки текущей успеваемости обучающихся. Оценка текущей успеваемости обучающихся выставляется преподавателем в журнал теоретического обучения

В данных методических указаниях описаны обязательные и предоставленные по выбору виды практических заданий обучающихся при изучении дисциплины «Иностранный язык в профессиональной деятельности», дан порядок их выполнения.

Методические указания содержат список рекомендуемой литературы, необходимой для выполнения индивидуальных заданий обучающимися.

В результате освоения учебной дисциплины обучающийся должен *уметь*:

- общаться (устно и письменно) на иностранном языке на профессиональные и повседневные темы;

- переводить (со словарем) иностранные тексты профессиональной направленности;

- самостоятельно совершенствовать устную и письменную речь, пополнять словарный запас.

**знать:**

- лексический (1200-1400 лексических единиц) минимум, необходимый для чтения и перевода (со словарем) иностранных текстов профессиональной направленности.

- грамматический минимум, необходимый для чтения и перевода (со словарем) иностранных текстов на повседневные темы и текстов профессиональной направленности.

Процесс изучения учебной дисциплины направлен на формирование элементов, следующих **общих компетенций** в соответствии с ФГОС СПО:

ОК 1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес

ОК 2. Организовывать собственную деятельность, выбирать типовые методы и способы выполнения профессиональных задач, оценивать их эффективность и качество

ОК 3. Принимать решения в стандартных и нестандартных ситуациях и нести за них ответственность

ОК 4. Осуществлять поиск и использование информации, необходимой для эффективного выполнения профессиональных задач, профессионального и личностного развития.

ОК 5. Использовать информационно-коммуникационные технологии в профессиональной деятельности

ОК 6. Работать в коллективе и команде, эффективно общаться с коллегами, руководством, потребителями.

ОК 7. Брать на себя ответственность за работы членов команды (подчиненных), результат выполнения заданий.

ОК 8. Самостоятельно определять задачи профессионального и личностного развития, заниматься самообразованием, осознанно планировать повышение квалификации.

ОК 9. Ориентироваться в условиях частой смены технологий в профессиональной деятельности.

### **Критерии оценивания практических работ обучающихся**

Контроль и оценка результатов освоения учебной дисциплины осуществляется преподавателем в процессе проведения тестирования и дифференцированного зачета, а также выполнения обучающимися индивидуальных заданий, проектов, самостоятельных работ. Критериями оценки результатов работы студента являются: обоснованность и четкость изложения ответа на поставленные вопросы, оформление учебного материала в тетради для практических работ.

**Отметка "5"** ставится в том случае, если поставленная задача решена, обучающиеся полностью поняли содержание задания, соответствующее программным требованиям по определённой теме.

**Отметка "4"** ставится в том случае, если поставленная задача решена, обучающиеся полностью поняли содержание задания, соответствующее программным требованиям по определённой теме за исключением отдельных подробностей, не влияющих на понимание содержания задания в целом.

**Отметка "3"** ставится в том случае, если поставленная задача решена, обучающиеся поняли только основной смысл задания, соответствующего программным требованиям.

**Отметка "2"** ставится в том случае, если обучающиеся проявили полное непонимание содержания задания, соответствующего программным требованиям.

## ПРАКТИЧЕСКИЕ РАБОТЫ

### Раздел I Вводно-коррективный курс

#### Тема 1.1. Английский язык – язык международного общения

#### Практические занятия 1-2

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### 1. Прочтите и обсудите текст:

### LEARNING FOREIGN LANGUAGE

The great German poet Goethe once said: “He who knows no foreign language does not know his own one”. Learning foreign languages is especially important nowadays. Some people learn foreign languages because they need them in their work, others travel abroad, for the third studying languages is a hobby.

Every year thousands of people from Russia go to different countries as tourists or to work. They cannot go without knowing the language of the country they are going to. A modern engineer or even a worker cannot work with an imported instrument or a machine if he is not able to read the instruction how to do it. Ordinary people need language to translation the instruction or the manual to the washing machine or a vacuum cleaner, medicine or even food-products.

Some people are as a rule polyglots. Historians’ diplomats need some languages for their work. If you want to be a classified specialist, you must learn English, the language of international communication. English is one of the world languages. It is the language of progressive science and technology, trade and cultural relations, commerce and business. It is the universal language of international aviation, shipping and sports. It is also the major language of diplomacy. Hundreds and hundreds of books, magazines and newspapers are printed in English, most of the world’s mail and telephone calls are in English. Half of the world’s scientific literature is written in English. More than 350 million people speak English. Geographically, it is the most widespread language on earth, second after Chinese. It is the official language of the UK, the USA, of Australia and New Zealand; it is used as one of the official languages in Canada, the South Africa. Millions of people study and use English as a foreign language. In our country, English is very popular. It is studied at schools, colleges and universities.

Learning English is not an easy thing. It is a long process and takes a lot of time and patience. However, to know English today is necessary for every educated person. I want to know English because it is interesting for me to know foreign countries, their cultures and tradition. English will be of great use in my future profession connected with computers.

#### 2. Прочтите и переведите текст:

### ENGLISH-SPEAKING COUNTRIES

English is spoken in many countries of the world. Do you know in what countries English is the national language?

First, you will remember Great Britain, the homeland of the English language. Great Britain is not a large country. It is much smaller than France or Norway and smaller than Finland. It has four parts: England, Wales, Scotland and Northern Ireland. England is the largest part of the country and it has always been the strongest. English is the national language in all parts of Britain.

In the United States of America, the national language is also English. Four hundred years ago some English people sailed to North America to live there, and they brought the English language to this new country. Millions of people driven by poverty emigrated to the United States from different countries of Europe. They brought their own languages and cultures. That is why American English differs from British English. American people say and write some Eng-

lish words differently from how people do in England. So America is called a "melting pot» because it has become a complex of many Old-World cultures and languages. Canada is to the North of the United States. It is a very large country. In Canada, many people speak English because they also came from England many years ago. But in some parts of Canada, they speak French. The people who live in these parts came to Canada from France.

If you look at the map of the world, you will see that Australia is the fifth continent. It is the smallest continent and the largest island on the map. Australia is also an English-speaking country. New Zealand is not far from Australia but it is very far from Britain. The national language in New Zealand is also English. Many people from England, Wales, Scotland and Ireland came to live in Australia and New Zealand many years ago.

### **3. Ответьте на вопросы:**

1. Where was the English language born?
2. What are the four parts of Great Britain?
3. Which part of Britain is the largest?
4. What is the national language in Britain (the USA)?
5. Who brought the English language to America?
6. Why is called America a "melting-pot"?
7. Where is Canada?
8. What languages are spoken in Canada?

## **Раздел I Вводно-коррективный курс**

### **Тема 1.2. Особенности английского языка.**

#### **Практические занятия 3-4**

**Цель работы:** Тренировка произносительных навыков.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### **1. Напиши транскрипцию слов:**

Cat, jump, not, big, ten, hat, run, sing, red, six.

#### **2. Тренировочные упражнения для отработки чтения гласных в закрытом слогe.**

1. Буква – а, звук – [æ]

*Прочитай вслух слова.*

Cat, fat, Ann, can, bad, and, Sam, rabbit, sad, flag, carrot, ram, dam, jam, lap, map, nap, fan, man, pan, hat, mat, rat, bat, sat, cannot, granddad, madam, has got.

*Прочитай вслух предложения.*

A cat is fat. A rat sat on the cat. Pat sat on the mat. Pat is a fat rat. Pat has a cat and a hat. Fat black cat sat on a hat.

2. Буква – е, звук – [e]

*Прочитай вслух слова.*

Pen, ten, hen, test, bell, red, Ben, best, smell, red, pet, desk, help, let's, letter, pencil, dress, tennis.

*Прочитай вслух предложения.*

Ten pets and seven pens. Ben has got a pencil. Red beds and desks.

3. Буква – і, звук – [i]

*Прочитай вслух слова.*

Pig, big, is, his, in, it, skip, slim, sing, bit, film, silk, mix, pin, lip, Jim, Jill, Tim, Bill, sit, big, six, pink, pin, tip, win.

*Прочитай вслух предложения.*

His pig, a big pig, six pigs. Tim sings. Jill swims. Jim skips. His pig is big. It is six. Bill is slim. Tim is six. His pig is big. I like milk and fish. Kim swims in the river in winter. A pink pig can dig. A pig is big. Tim and Jill sit on the hill. He is six and he has a sister.

4. Буква – о, звук – [ɒ]

*Прочитай вслух слова.*



Dog, not, Bob, Tom, frog, Bob's dog, clock, on, stop, got, is not, cannot, has got, cockerel.

*Прочитай вслух предложения.*

Bob is a frog who [hu] likes to hop. It is hot. A dog is in the pond. Tom has got a box and a fox. Molly has got a doll and a roll.

5. Буква – u, звук – [ʌ]

*Прочитай вслух слова.*

Run, duck, but, up, jump, mum, sun, bus, must, fun, bug, cup, gun, trust, must, trust, cut, puppy, puzzle, hurry, drum, just, under.

*Прочитай вслух предложения.*

The duck and pup get on the bus. The duck can jump. The pup can run. The bus hits a bump. The duck jumps up. The duck and pup fuss. The bus is no fun for us.

### 3. Сравни чтение гласных букв в открытом и закрытом слоге:

Открытый слог take, name, paint, train, may, play, day, plane, hate, we, he, see, eat, read, need, feed, sweet, green, hi, pie, tie, time, fine, nine, like, my, try, fry, no, so, go, home, open, coat, pupil, student, suit, blue, fruit, June

Закрытый слог hat, lamp, cat, bad, bag, plan, apple, red, pen, desk, well, nest, help, ten, vest, milk, drink, zip, window, pin, dog, hot, stop, not, on, box, bus, must, trust, bus, cup, puppy

### 4. Чтение гласных буквосочетаний:

a+s+согласная — [a:] — ask, fast, pass;

a+l+согласная — в закрытом слоге под ударением — [ɔ:]- small, salt, tall;

a+l+k (l не читается) — [ɔ:] — talk, chalk;

wa, qua+r+согласная (r не читается) — [ɔ:] — war, warm, quarter;

wa, qua+согласная (кроме r, l) — [ɔ] — want, quantity;

wa, qua — в открытом слоге — [ei] — wave, quake;

ai, ay — под ударением — [ei] — stain, day;

au, aw — [ɔ:] — author, law;

ea, ee — [i:] — sea, steel;

ear — под ударением, если за этим сочетанием не стоит согласная — [iə] — dear;

ear — перед согласным -[ə:] — learn, early;

eer — под ударением — [iə] — engineer;

ew — если не стоит после l, r, j — [ju:] — few, dew;

ew после l, r, j — [u:] — flew, drew, jewel;

i+ld — [ai] — mild;

i+nd — [ai] — find;

i+gh — [ai] — flight;

o+ld — [ou] — old, gold;

oo+k — [u] — took, look;

oo+согласная — [u:] — mood, shoot, foot;

oa — [ou] — road, load;

ou, ow — [au] — out, town, loud;

u — после r, l, j, а также перед гласной -[u:] — rule, blue, june;

ui — [ju:] — suit;

ui после r, l, j — [u:] — fruit, sluice, juice.

### Чтение некоторых согласных и их сочетаний:

c+e, i, y — [s] — palce, pencil, icy;

c — в других случаях — [k] — crystal, cubic, can;

g+e, i, y — [dʒ] — page, giant, Егyпт (исключение — get, give) ;

g — в других случаях — [g] — go, big, gave;

j — [dʒ] — jet, just;  
 s — в конце слова, после гласной и звонкой согласной, в середине слова между гласными — [z] — his, plans, because;  
 s — в других случаях — [s] — so, stand, lamps;  
 th — [θ] — think, thin, thank; [ð] — this, that, with;  
 sh — [ʃ] — show, ship;  
 ch, tch — [tʃ] — inch, match;  
 ph — [f] — physics, telephone;  
 w — перед r в начале слова не читается — write, wrong;  
 qu — [kw] — quick, equipment;  
 wh+гласная ( кроме o) — [w] — what, when, why;  
 wh+o — [h] — who, whom, whose;  
 ture — в безударной позиции — [tʃə] — lecture, culture;  
 tion, ssion — в безударной позиции — [ʃn] — motion, session;  
 ci+безударная гласная — [ʃ] — social, electrician.

## **Раздел I Вводно-коррективный курс**

### **Тема 1.3. Словообразование**

#### **Практические занятия 5-6**

**Цель работы:** Способы словообразования. Словосложение. Конверсия. Аффикация. Определение способов словообразования. Характерные аффиксы разных частей речи.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### **1. Раскройте скобки. Образуйте существительные.**

1. The study calculated that replacing weekly fruit juice ... with whole fruits could bring health benefits. (consume)
2. For my birthday Mother baked a cake with yellow ... . (ice)
3. Carbohydrates, proteins and fats are called ... because they provide the fuel your body needs. (nutrition)
4. Many women have to juggle ... and a full-time job. (mother)
5. ... are unavoidable when three ... live under one roof. (argue, generate)
6. Her deep ... of her sister was evident. (hate)
7. Older people who live alone often need help with gardening and house ... (maintain)
8. Positive attitude helps employees to get along with ... and managers. (worker)
9. China's air... has cut life ... by an average of 5.5 years in the north of the country and caused higher rates of lung cancer. (pollute, expect)
10. It is much safer to use stainless steel or glass ... instead of plastic ones. (contain)

#### **2. Раскройте скобки. Образуйте прилагательные.**

1. My favorite ... book is "Appetite" by Nigel Slater. (cooker)
2. Eating can also make you ..., and so can waking up in the morning. (thirst)
3. You shouldn't rest on your laurels but try to improve your ... performance. (academy)
4. Highly ... gas is naturally found in coal mines. (explode)
5. An ... species is a species of organisms facing a very high risk of extinction. (danger)
6. The most... earthquake struck in Shanxi, China 1556. (disaster)
7. ... exploitation of nature by man has resulted in the effects we have to deal with now. (thought)
8. Laos is a landlocked ... country, widely covered by tropical forest. (mountain)
9. I decided to take a walk. It would be too ... to wait in the queue. (tire)

#### **3. Используйте отрицательные приставки. Образуйте подходящие по смыслу слова.**

1. The service was slow and the waiter's familiarity was ... , so we left without paying. (accept)

2. Some children are a challenge, especially when they ... in public places. (behaviour)
3. To my ... , the restaurant was overbooked and we had to spend the evening at home. (appoint)
4. Michael was ... about what dessert to order. (decide)
5. Parents' ... of their children's behaviour and life choices can ruin their lives. (approve)
6. There is a huge difference between ... children and those merely ... to listen to their parents' advice. (obey, will)
7. Young children mustn't be left ... either at home or at public places. (attention)
8. She was frequently left alone by her ... husband. (faith)
9. If you describe someone as ..., you are criticising them because they are unable to do their job or a task properly or are ... to act in this capacity. (competence, qualifications)
10. Banks are still seen as ... and many people keep their savings at home. (security)

#### 4. Раскройте скобки, образуйте глаголы.

1. Guar gum also is used in the food industry to ... products like ice cream. (thick)
2. Old Manchester houses are made of red brick... by soot. (black)
3. David spotted the pink silk lampshade in a shop and thought it would ... up the room. (bright)
4. Do we ever stop to think about the importance of the air we ... ? (breath)
5. I'd like to ... this dress for one in a larger size. (change)
6. They ... 100 dollars from a bank account an hour ago. (draw)

#### 5. Раскройте скобки. Образуйте подходящие по смыслу слова.

1. Sometimes one's ... are the only people one can ... in. (parental, confidence)
2. Many people ... that getting a spouse can put them out of their..., which later... wrong, because sometimes marriage makes life more difficult. (belief, miserable, proof)
3. An ... Roman ... has been discovered in northwest England, (extend, settle)
4. The dining-room is elegantly ... and ... carpeted, (furniture, luxury)
5. Everyone is ... of her having the chance to ... abroad, (envy, student)
6. When employers look at... candidates, beyond skills, experience, and training, they look for those who demonstrate ... (prospect, enthuse)
7. In the city the ... and ... were insufferable, (hot, humid)
8. Our planet's... regions, located just north and south of the equator, are known for their... and ... (tropic, warm, humid)
9. Next to Shakespeare, no ... gets more love on Broadway than Tennessee Williams, (play)
10. During Elizabeth's reign England significantly ... its trade ... and in 1580 Sir Francis Drake became the first Englishman to successfully ... the earth, (expansion, sea, circumnavigation)

#### 6. Образуйте слова от данных. Вставьте слова в текст.

restoration, look, demolition, extend, goth, accommodate, panelling, unexpected

Located in Wiltshire, an outstanding and beautifully \_\_\_\_\_ (1), late \_\_\_\_\_ (2) style manor house was built of limestone. Originally it was a much larger property that was mostly \_\_\_\_\_ (3). Solid in appearance and structure, it offers \_\_\_\_\_ (4) and well presented \_\_\_\_\_ (5). As one would \_\_\_\_\_ (6) there is a grand drawing room with oak \_\_\_\_\_ (7) walls and a large open fireplace. The large windows \_\_\_\_\_ (8) a parkland setting.

**Раздел I Вводно-коррективный курс**  
**Тема 1.4. Самопрезентация.**  
**Практические занятия 7-10**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение, повторение глаголов to be, to have в утвердительных, вопросительных, отрицательных предложениях

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

**1. Расскажите о себе, используя клише:**

1. My name is.....
2. My full name is .....
3. I was born on ..... of .....in .....
4. I am ..... years old.
5. From ..... till ..... I studied at school ..... in .....
6. I live in .....
7. From 2015, I studied at ..... in .....
8. My favourite subjects are .....
9. I will become a .....
10. My best friend .....
11. I have .... (about family)
12. My father is .....
13. He was born in .....
14. He works as a .....
15. My mother is.....
16. She was born in .....
17. She works as a .....
18. My address is ...

**2. Прочтите текст и выполните задание:**

**HARRY BARKER**

Harry Barker was born on 16th September 1965 in a farmer's family. He spent his early years on his father's farm. They always had a lot of animals. Harry usually helped his parents and worked on the farm. He fed the cows, sheep and horses, watered the plants in the garden. He often asked his father questions about his animals and got answers. Harry was interested in medicine. He wanted to know how to help the animals. But his dream was how to help people: he wanted to become a doctor, a children's doctor.

When Harry was eighteen, he left his home for London and began doing medicine. His university years were the happiest years of his life. He did what he liked doing. When Harry was 23 he met Margaret. They married and had two children – a boy and a girl. They are a happy family. Now Harry is working in a new hospital in the south-west of London. He loves his job and is making a wonderful career. His little patients and their parents like him very much because he is a very good doctor.

1. Harry's father was a ... .
2. When a young boy, Harry was interested in ... .
3. Harry's dream was to be a ... .
4. When Harry was 18, he went to ... .
5. Now Harry is a children's doctor in a ... .
6. His patients like Harry Barker because ....

**3. Ответьте на вопросы:**

1. What is your name?
2. How old are you?
3. Are you a student?
4. What college are you in?
5. Where are you from?
6. Are your parents there?
7. Are you fond of your hometown?
8. It is a beautiful town, isn't it?
9. Is your hometown far from here?
10. Have you got many friends?
11. Who is your best friend?
12. Is he/she a student?
13. How old is he/she?
14. Is he/she married or single?

#### **4. Переведите текст:**

1. My name is Leonard.
2. I live in Glasgow.
3. My father is a surgeon and my mother is a secretary.
4. I am the only child in the family.
5. I study at college.
6. My favourite subjects are English, History and Geography.
7. I like reading historical books, mainly about the history of my native land.
8. My hobby is playing chess.
9. I play chess with my friends and my group mates twice a week.
10. I have many friends. Many of them are my group mates.

## **Раздел II Развивающий курс**

### **Тема 2.1. Повседневная жизнь**

#### **Практические занятия 11-14**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение. Грамматика – имя существительное.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### **1. Прочтите текст:**

### **MY WORKING DAY**

Hello. My name is Vlad Volkov and I am a college student. I am in my first year now. I want to tell you about my usual working day. It is 6.30 am and my younger brother Alexei is knocking at the door of my bedroom. "Will you jog with me today?" he asks. Every morning begins this way for me. I went jogging last year but then I have become «lazier and Alexei uses every chance to mock at me. He goes jogging regularly and he is a «good sportsman by the way – so his coach says. Alexei goes in for tennis and he has been playing football since he went to primary school. He is the best forward in his team.

Alexei goes away and I stay in bed a little while longer. Anyway, it is time to get up. I go to the bathroom and take a shower and clean my teeth, then come back to my room and switch on the television to watch the news while I am brushing my hair, shaving and putting my clothes on.

Now it is time for breakfast. All my family is at table – my mother, my father, Alexei and myself. We have scrambled eggs and bacon, a cup of tea and sandwiches. We chat and discuss news. I think it is right time to introduce my family members to you. My mother's name is Mary. She is a children's doctor. My father's name is Alexander and he is an engineer. Alexei is still a pupil. He is four years my junior. Oh, I have not yet told you about my elder sister. Her name is Nina. She is married. Her husband and she rent a flat not far from our place.

After breakfast, I look through my notes – just in case I have left something behind, put on my coat, then say good-bye to my mother and leave home. My father gives me a lift to the college in his car. He starts working later than my classes begin.

I arrive at my college just in time to say hello to my fellow-students before the bell goes. As a rule, we have three or four periods every day. We go to college five days a week. Saturday and Sunday are our days off. We have lectures and seminars. Sometimes we work in the work-shops. To my mind, these are the most interesting lessons. My friends say that we will be having a test in English today. I think that writing tests in grammar is more difficult than speaking English. I hope I will not fail.

During the breaks, we go to the gym and play a round or two of basketball or volleyball. My friend John and I are fond of reading fantasy and we discuss the latest book by Nick Perumov. He asks me if I liked the book that he had given me. I tell him that I will have read the book by the end of the week.

At 1 pm, we have a long break. We go to the canteen and have a roll and a cup of juice.

Then there is one more period, which is Mathematics. It is my favourite subject. The classes are over at 2.40 pm. Sometimes I go to the library to study there, but today I do not.

On my way home, I see my girlfriend Lena. She smiles at me and we walk together for a while. I suddenly remember that we will have been dating for a year next week. I will go and look for a present for her tomorrow. When we first met at a party, I told her that she was the prettiest girl in the world and I had been looking for her all my life. Now I think that she is not only the most beautiful girl, but also the best friend. I am fond of her. She is still a pupil; she is leaving school this year. Lena's dream is to enter Moscow State University.

I come to my place at about 4 pm. Mother is already at home. She is cooking in the kitchen. Soon my father and brother arrive and we have dinner together. After dinner, I do my lessons for tomorrow, watch television and read. I do not go out because the weather has become worse. I go to bed at about 11.30 pm.

## 2. Переведите текст на английский язык:

Тони – итальянец. Он студент английского колледжа и изучает математику.

Он сейчас на 2 курсе. Тони живет в английской семье. Их фамилия Томсон. Их пятеро: мистер и миссис Томсон, сын Эндрю, старшая дочь Джейн и младшая Мэгги. Их дом находится в Оксфорде. По утрам Тони идет на пробежку, затем завтракает. На завтрак он пьет стакан апельсинового сока и ест яичницу с ветчиной. Затем он идет в колледж.

Как правило, у него 3 или 4 лекции или семинара. Потом он занимается в библиотеке вместе со своими друзьями. Он приходит домой в 5 часов и ужинает с Томсонами. По вечерам он ходит в спортзал и играет в баскетбол или волейбол. После ужина он готовит уроки на следующий день или идет гулять, если погода хорошая. Обычно он ложится спать в 11 часов.

Tony is Italian. He is a student at an English college and studies mathematics. He is in his second year. Tony lives in an English family. Their surname is Tomson. There are five of them: Mr and Mrs Tomson, their son Andrew, an elder daughter Jane and younger Maggy. Their house is in Oxford. In the morning Tony jogs, then he has breakfast. For breakfast he drinks a glass of orange juice and eats bacon and eggs. Then he goes to college. As a rule, he has 3 or 4 lectures or seminars. Then he studies in the library with his friends. He comes home at five and has dinner with the Tomsons. In the evenings he goes to a sport hall and plays volley-ball or basket ball. After supper he prepares his homework for the next day or goes for a walk, if the weather is fine. Usually he goes to bed at eleven pm.

## 3. Переведите на английский язык следующие слова и словосочетания:

- |   |   |
|---|---|
| 1) я хочу рассказать вам о                    | 11) ездить на трамвае (троллейбусе, автобусе) |
| 2) быть студентом...                          | 12) опаздывать на занятия                     |
| 3) по будним дням                             | 13) заканчиваться поздно вечером              |
| 4) по рабочим дням                            | 14) пропускать занятия                        |
| 5) просыпаться                                | 15) сдать экзамены успешно                    |
| 6) вставать в 7 часов утра                    | 16) время от времени                          |
| 7) принимать душ                              | 17) подготовиться к занятиям                  |
| 8) чистить зубы                               | 18) как правило                               |
| 9) одеваться                                  | 19) уставать                                  |
| 10) у меня уходит час, чтобы добраться до ... | 20) свободное время                           |

## 4. Напишите короткий рассказ о своем типичном рабочем дне, ответив на следующие вопросы:

1. When do you usually get up? Do you get up early?
2. Is it easy for you to get up early?
3. Does your alarm clock wake you up or do you wake up yourself?

4. Who usually makes breakfast for you?
5. What do you usually have for breakfast?
6. When do you usually leave your house?
7. How long does it take you to get to your college?
8. Do you go there by bus/trolley-bus or walk?
9. How many lectures do you usually have every day?
10. Where do you usually have lunch (dinner)?
11. What time do you come back home?
12. How long does it take you to do your homework?
13. How do you usually spend your evenings?
14. Do you have much free time on weekdays?
15. What time do you usually go to bed?

**Прочтите текст:**

**MY DAY OFF**

I go to school five days a week, so I have two days off – Saturday and Sunday (I'm lucky, because some other pupils have the only one day off). During the week I am very busy, so I like to have a rest on weekend.

I am not an early riser and it is a rare Saturday or Sunday when I get up before 9 o'clock. I enjoy staying in bed, when I don't have to hurry anywhere. We have late breakfast at 10 and watch TV.

Usually we have something tasty: meat salad, fried potatoes, chicken, cake or pie. If the weather is fine, I usually do not stay indoors, I and my dog go outside. Often we go to the park and play there. If the weather is rainy and gloomy, I stay at home and watch TV, listen to the music, read, the books.

After dinner we go visit our grandparents or relatives, or just simply take a nap. Sometimes when my friends call me we go roller – blading near the Opera theatre.

I like roller – blading very much, I think it is a lot of fun. In the evenings I like to watch video and music programs. There is a big armchair in my room right beside the lamp with blue shade. If it is cold I like to sit there with cup of coffee and read.

Sometimes I do something special on weekends: go to an art exhibition, to the theatre, to the concert. I always go to bed late on Sundays, and Monday morning is the nastiest thing through all the week. I like weekends very much, because I can rest and gain some energy for the next week.

**Ответьте на вопросы:**

1. How does your typical day go?
2. When do you usually get up?
3. Do you jog in the morning?
4. Do you do your morning exercises?
5. What do you have for breakfast?
6. How much time does it take you to get to your school, university, office, etc.?
7. What transport do you use to get to your office, school, etc.?
8. Do you work hard?
9. When do you have lunch or dinner?
10. What do you do when you have break?
11. Do you go shopping after classes, work, etc.?
12. When do you come back home?
13. What do you do in the evening?
14. Do you walk with your dog?
15. Do you watch TV in the evening? How much time do you spend watching TV?
16. Do you read books, newspapers in the evening?
17. Do you help your mother to cook dinner, supper?

18. When do you go to bed?
19. Do you sleep late on Saturday and Sunday?
20. How are Saturday and Sunday evenings spent?

**Переведите на русский язык:**

on week-days; the alarm-clock; to open a window wide; the bright sun; the singing of birds; a cheerful working mood; all the same; to start getting ready for something; to be short of time; to be through with something; to tidy up the room; neither...nor; in any weather; inclination; six times a week.

**Измените предложения по образцу:**

*Образец:* Shall we go to the cinema today? Let us go to the cinema today.

1. Shall we walk home?
2. Shall we switch, on the radio?
3. Shall we buy something for dinner?
4. Shall we tidy up the room?
5. Shall we have dinner?
6. Shall we do the shopping on Monday?
7. Shall we go to the country on Sunday?
8. Shall we dust the books on the shelves?
9. Shall we air the room?
10. Shall we turn on the light?

**Переведите на английский язык:**

1. Где ты обычно обедаешь?
2. Все дни недели я очень занят.
3. Я живу совсем рядом со школой.
4. Давай сделаем это упражнение вместе.
5. Вы живете в городе или пригороде?
6. Когда заканчиваются ваши занятия?
7. По дороге в школу я встречаю своих друзей.
8. У Кейт занятия в школе 6 раз в неделю.
9. Вы часто ходите в библиотеку?
10. Иногда они ходят в кино или театр.

**Прочтите и переведите текст:**

## YOUR PASTIME AND HOBBY

Hobby is what a person likes to do in his spare time. Hobbies differ like tastes. If you have chosen a hobby according to your character and taste, you are lucky because your life becomes more interesting. The most popular hobby is doing things. It includes a wide variety of activities from gardening to traveling, from chess to volleyball. Both grown-ups and children are fond of playing different computer games. This hobby is becoming more and more popular. Making things include drawing, painting, handicrafts. Many people collect something – coins, stamps, compact discs, toys, books. Some collections have some value. Rich people often collect paintings, rare things and other art objects. Often such private collections are given to museums, libraries.

As for me, I like to listen to music. 3 months ago, my parents bought me a compact disc player and I decided to collect compact discs. I like different music, it should be good. I collect discs of my favourite groups and singers. I carefully study the information printed on disc booklets. I try to find everything about my favourite singers. In addition, I like to watch music programmes on TV. I want to keep up with the news in the world of music.

Of course, I like to spend my spare time with my friends. We talk about all sorts of things (politics, teachers, and girls). We discuss films, books, TV programmes. In fine weather, we like to be in the open air. We find a nice place somewhere in the forest. We make a fire, bake potatoes and have a lot of fun. When the weather is bad, my friends come to my place. We have a good time together.

**Ответьте на вопросы:**

1. What is a hobby?
2. What do you usually do in your free time? (dancing; drawing; collecting stamps, coins, books; working in the garden; reading books; taking photographs; playing sports and games)
3. Is this a hobby?
4. Do you have many different hobbies?
5. Do you know what your friend's hobbies are?
6. Do you think hobbies make people's lives more interesting? Why?



7. Do you learn more interesting things about the world, people, countries and nature if you have a hobby?
8. Are you fond of playing computer games?
9. Are you interested in sports?

## **Раздел II Развивающий курс**

### **Тема 2.2. Образование**

#### **Практические занятия 15-18**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### **1. Прочтите и переведите текст:**

### **EDUCATION IN RUSSIA**

Citizens of Russia have the right for education which is guaranteed by the Constitution. The public educational system in our country incorporates pre-school, general school, specialized secondary and higher education. Pre-school consists of kindergartens and creches. Children there learn reading, writing and arithmetic. But pre-school education isn't compulsory - children can get it at home. Compulsory education is for children from 6(7) to 17 years of age.

The main link in the system of education is the general school which prepares the younger generation for life and work in modern production. There are various types of schools: general secondary schools, schools specializing in a certain subject, high schools, lyceums and so on. Tuition in most of them is free of charge, but some new types of schools are fee-paying. The term of study in a general secondary school is 11 years and consists of primary, middle and upper stages. At the middle stage of a secondary school the children learn the basic laws of nature and society at the lessons of history, algebra, literature, physics and many others. After the 9th form pupils have to sit for examinations. Also they have a choice between entering the 10th grade of a general secondary school and enrolling in a specialized secondary or vocational school. Persons who finish the general secondary school, receive a secondary education certificate, giving them the right to enter any higher educational establishment. Entrance examinations are held in July and August. Institutions are headed by rectors; the faculties are headed by the deans. One has to study in the institute for 5 years. Higher educational institutions train students in one or several specializations.

#### **2. Расскажите о системе образования в России.**

#### **3. Запомните слова и выражения, которые необходимо знать по данной теме:**

compulsory – обязательная  
nursery school – детский сад  
exam – экзамен  
subject – предмет  
university – университет  
private – частный  
opportunity – возможность  
to award – давать, присваивать  
bachelor – бакалавр  
master – магистр

#### **4. Прочтите и переведите текст:**

## EDUCATION IN BRITAIN

In England and Wales compulsory school begins at the age of five, but before that age children can go to a nursery school, also called play school. School is compulsory till the children are 16 years old.

In Primary School and First School children learn to read and write and the basis of arithmetic. In the higher classes of Primary School (or in Middle School) children learn geography, history, religion and, in some schools, a foreign language. Then children go to the Secondary School.

When students are 16 years old they may take an exam in various subjects in order to have a qualification. These qualifications can be either G.C.S.E. (General Certificate of Secondary Education) or "O level" (Ordinary level). After that students can either leave school and start working or continue their studies in the same school as before. If they continue, when they are 18, they have to take further examinations which are necessary for getting into university or college.

Some parents choose private schools for their children. They are very expensive but considered to provide a better education and good job opportunities.

In England there are 47 universities, including the Open University which teaches via TV and radio, about 400 colleges and institutes of higher education. The oldest universities in England are Oxford and Cambridge. Generally, universities award two kinds of degrees: the Bachelor's degree and the Master's degree.

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### 5. Ответьте на вопросы:

1. When does compulsory school begin?
2. How long does a child stay in compulsory school?
3. What subjects do children learn in Primary School?
4. What kind of exam do students have to take when they are 16?
5. Do students have to leave school at the age of 16 or to continue their studies?
6. How do private schools differ from the regular ones?
7. How many universities are there in England?
8. What is the Open University?
9. What kinds of degrees do universities award?

### 6. Расположите следующие утверждения под соответствующим заголовком: GB, Russia:

1. Children ages 6-7/17 attend school
2. Pupils do not wear school uniforms
3. Pupils have a lunch at school free of charge
4. School discipline is not very strict
5. Summer vacations from June to August
6. Education is divided into 4 stages
7. Children ages 5-16/18 attend school
8. Pupils have to wear school uniforms to school
9. Pupils eat a hot lunch at school
10. Pupils have exams at the ages of 7, 11, 13 and 16
11. There are state and private schools in the country
12. School discipline is very strict.

## **Раздел II Развивающий курс**

### **Тема 2.3. Отдых, каникулы, отпуск. Туризм.**

#### **Практические занятия 19-22**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### **1. Прочтите и переведите текст:**

### **TRAVELLING**

Thousands of people spend their holidays travelling. They travel by trains, buses, their own cars and motorcycles. People travel to see other countries and continents. People travel spending their time visiting museums and art galleries, places of interest, looking at the shop windows and dining at fine restaurants.

They cruise the Volga, the Dnieper, the Angara, the Yenisei and the Black Sea. They hike in the forests of Siberia. They climb the famous peak of the Caucasian mountains – Elbrus. They enjoy the beauty of snow-covered mountains, sunny valleys and vast forests.

Many people travel in their own cars along the roads. Beautiful pine forests and silvery birches, picture-like rivers and numerous lakes attract lovers of nature. They travel not only to enjoy fine places, but also to see old monuments of sculpture and historical places of the country.

Hiking is becoming very popular. People like to spend their days off in the country. There are fine places near every town with forests, lakes and rivers. It is pleasant to spend a day-off.

Travelling by air has some pluses of course. It is convenient and much quicker than any other means of travelling. During the flight, the passengers do whatever they like. Some of them read, others sleep, looking, or talking. Sometimes they can see the land below. It looks like a topographical map.

Of course, the fastest way of travelling is by plane. However, many people travel by train. With a train, you have speed, comfort and pleasure combined. Travelling by train is of course slower than by air but it also has its pluses. Train is the cheap means of travelling. Modern trains have very comfortable seats in all passengers. During your way on the train, you can read newspapers, books, look out of the window, drink the tea, and tell with your neighbors or sleep. When you are in the train, you can see the beauty of nature.

Many people enjoy travelling by sea. Such a travelling is called voyage or cruise. The ship stops excursions. When on board the ship people spend a lot of time on the upper deck.

Most travelers take a camera with them and take pictures of everything that interests them – beautiful views of waterfalls, forests, unusual plants and animals. These photos will remind them of the happy time of holiday.

#### **2. Письменно перевести предложения:**

1. Thousands of people spend their holidays travelling.
2. They travel by trains, buses, cars and motorcycles.
3. People travel to other countries and continents.
4. People cruise the Volga, the Yenisei and the Black Sea.
5. They hike in the forests of Siberia.
6. Many people travel in their own cars.
7. People like to spend their days off in the country.
8. The fastest way of travelling is by plane.
9. Travelling by train is of course slower than by air but it also has its pluses.
10. Train is the cheap means of travelling.
11. When you are in the train, you can see the beauty of nature.
12. Many people enjoy travelling by sea.
13. Such a travelling is called voyage or cruise.

### 3. Запишите и выучите слова:

- |                        |                                |
|------------------------|--------------------------------|
| 1. airplane            | 2. cruise                      |
| 3. flight              | 11. through train              |
| 4. hiking              | 12. to travel by car or by bus |
| 5. holidays            | 13. travelling                 |
| 6. long distance train | 14. travelling by car          |
| 7. passenger train     | 15. travelling by sea          |
| 8. railroad            | 16. travelling by train        |
| 9. rest                | 17. travelling on foot         |
| 10. spend              | 18. vocations                  |

### 4. Прочтите и обсудите текст:

#### BE A GOOD TOURIST

Tourism has developed much in the 20th century. The truth is that tourists who go to far-away or tropical countries often do nature much harm. Now the travelers are told to not only watch wildlife around them but also try to protect nature at the same time. Special guides are trying to teach lovers of nature how to behave. In the past, many travelers tried to shoot animals. Today they can only watch them and take pictures of them. Facts show, however, that even this is not always good for the animal world. For example, the people of Kenya have agreed to turn their land into animal reserves. Now it appears that the leopards in the parks cannot have a good rest at night because tourists drive in their cars late at night. The hotels on the Pacific coasts throw such bright light at night that big green turtles that come out from the sea cannot lay their eggs. Tourist hotels are sometimes built in the jungle and the monkey's jumps from the trees to hotel roofs. Beautiful butterflies in the Mexican highland make homes in the trees. Crowds of tourists come to look after the butterflies and trample the ground under the trees. Tens of thousands of Europeans come every year to the Canary Island to watch whales. Their boats frighten the whales that dive so deep that they often drown. The government has decided to limit the number of boats with tourists. They also try to make people understand that we can have more by protecting nature than by using it carelessly.

### 5. Прочтите текст о видах транспорта и способах путешествия и переведите:

Travelling by train is slower than by plane, but it has its advantages. You can see much more interesting places of the country you are travelling through. Modern trains have very comfortable seats. There are sleeping cars and dining cars which makes even the longest journey enjoyable. Speed, comfort and safety are the main advantages of trains and planes. That is why many people prefer them to all other means.

Nowadays it is not as dangerous and much more convenient. Do you want to go somewhere? Hundreds of companies are there to help you. They will take care about your tickets and

make all the reservations needed. You don't speak the language of the country you go to? There are interpreters that will help you. With modern services you can go around the world. You can choose the means of transport you like: plane, train, ship, bicycle or you can travel hiking.

Of course, travelling by air is the fastest and the most convenient way, but it is the most expensive too.

As for me, I prefer travelling by car. I think it's very convenient. You needn't reserve tour tickets. You needn't carry heavy suitcases. You can stop wherever you wish, and spend at any place as much time as you like.

Travelling by sea is very popular. Large ships and small river boats can visit foreign countries and different places of interest within their own country.

People began to travel ages ago. The very first travelers were explorers who went on trips to find wealth, fame or something else. Their journeys were very dangerous but still people keep on going to the unknown lands.

**Дайте название каждой части.**

**Дайте название всему тексту.**

**Назовите основные виды транспорта.**

**6. Прочтите следующие предложения, определите к какому виду транспорта относятся эти высказывания:**

1. Do you think it'll be a rough crossing?
2. Excuse me, I think those seats facing the front are ours.
3. We are going to Market Street. Could you tell us when it's our stop?
4. Can you take us to the airport?
5. Can I take these bags on with me?
6. That's all right. You can keep the change.
7. Excuse me, are we landing on time?
8. No, no! He said turn left at the light, not right!
9. How do I get to Oxford Circus?

car	bus	taxi	underground
train	plane	ferry	

**7. Вычеркните слово, не подходящее по смыслу в каждую группу:**

1. baggage, ticket, agency, station, hotel
2. taxi, car, plane, train, hiking
3. ranting, reserve, insurance, accommodation.
4. credit cards, tickets, exchange, money

**8. Прочтите диалог, который происходит в туристическом агентстве:**

**Travel agency:** Can I help you?

**Mr. Brown:** We'd like to arrange our holidays.

**Travel agency:** Have you got anything special in mind?

**Mr. Brown:** We are thinking of visiting Italy or Spain.

**Travel agency:** I think I've got a very attractive offer for you. It's Spain, in Costa Brava, in a hotel near the sea. You get seven nights full board for \$170.

**Mr. Brown:** That sounds very reasonable, but isn't it a crowded place in summer?

**Travel agency:** This hotel is in a small village and there aren't many tourists.

**Mr. Brown:** That's wonderful. How long does it take to get there?

**Travel agency:** It depends on the way you travel. You can go there by plane and then the flight only takes two hours. But it's cheaper to travel by coach, and then it takes eight hours. It is also possible to go by train: it's not as expensive as the plane and the journey is shorter than by coach.

**Mr. Brown:** I like going by train, it's the safest way of travelling. But do we have to change?

**Travel agency:** No, it's a through train, nonstop all the way.

**Mr. Brown:** What about the insurance?

**Travel agency:** It included in the price.

**Mr. Brown:** Darling, this trip is wonderful. Let's book the tickets in advance.

**9. Ответьте на вопросы:**

1. What are Mr and Mrs. Brown want to visit?
2. Do they want crowded hotel or not?
3. What kind of transportation do they prefer?

## **Раздел II Развивающий курс**

### **Тема 2.4. Здоровый образ жизни.**

#### **Практические занятия 23-26**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение. Времена английского глагола: группа Perfect

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### **1. Прочтите и переведите текст:**

### **SPORT AND A HEALTHY**

Sport is very important in our life. It is popular among young and old people. Many people do morning exercises, jog бег трусцой in the morning, train themselves in clubs, in different sections and take part in sport competitions. Other people like sports too, but they only watch sports games, listen to sports news. They prefer reading interesting stories about sportsmen. However, they do not go in for sports.

Physical training is an important subject at school. Pupils have physical training lessons twice a week. Boys and girls play volleyball and basketball at the lessons. There is a sports ground near our school and schoolchildren go in for sports in the open air.

Many different competitions are held at school, a great number of pupils take part in them. All participants try to get good results and become winners. Sport helps people to keep in good health. If you go in for sports, you have good health and do not catch cold.

Children and grown-ups must take care of their health and go in for sports regularly. There are some popular kinds of sports in our country: football, volleyball, hockey, gymnastics, skiing, skating. Athletics is one of the most popular kinds of sports. It includes such kinds of sports as running, jumping and others. Everybody may choose the sport he (or she) is interested in. There are summer and winter sports.

My favourite sport is swimming. I go to the swimming pool twice a week. Nevertheless, I prefer to rest by the lake or the river and swim there.

#### **2. Ответьте на вопросы:**

1. Do you smoke?
2. Do you drink alcohol?
3. Do you often eat unhealthy food?
4. Do you prefer to watch TV to doing sports?
5. Do you use drugs?

#### **3. Переведите письменно:**

### **BAD HABITS**

The health of a person is the main value in the life. It cannot be bought with any money! There is no price for it. Being the sick person, you cannot realize all your dreams and be successful in the modern world. However, how to be healthy, when there are many bad habits?

Do not begin! Do not the first cigar, the first sip of alcohol! Everything begins so simply, but comes to the end with a trouble. It was said so much about the harm of smoking. However, not only have the teens also the junior pupils begun to smoke. There is no such organ, which would not suffer from smoking. Smoking is not a harmless pastime. It is necessary to have the will - power to stop smoking.

In addition to smoking, we can name the other bad habit the drinking of alcohol. Very often, they combine with each other. Alcohol is a poison! Having penetrated into an organism, it has destroyed the brain of the person for some months. A great man said that drinking alcohol is

a voluntary mad. Under the influence of alcohol, the person can make rash actions. The matter is that alcohol is the drug, and drugs influence on the brains of the person. Especially alcohol is very dangerous for the young. In addition, the usage of drugs ... They ruin all human organs, so the drug addicts die young. Few of them live longer than several years after they have started taking drugs.

#### **4. Выберите правильную временную форму глагола.**

1. We ..... this film before.  
a) had seen b) saw c) have seen
2. I .... it by that time.  
a) will do b) will have done c) will be doing
3. She ..... her lessons by the evening.  
a) have done b) has done c) had done
4. We ... a new house by the end of next year.  
a) will build b) will have built c) have built
5. She ....this music.  
a) didn't hear b) has never heard c) had not heard
6. He ...his room by five o'clock.  
a) had cleaned b) has cleaned c) cleaned
7. I ..... a new book this month.  
a) had written b) wrote c) have written.
8. Mother... dinner when we come home.  
a) will cook b) will have cooked c) has cooked
9. We ..... to him before the meeting.  
a) had spoken b) have spoken c) spoke
10. They..... their work yet.  
a) didn't finish b) have not finished c) had not finished

#### **№2**

1. He ..... his parents.  
a) have not met b) had not met c) has not met
2. I .....the text before the bell.  
a) have translated b) had translated c) translated
3. He ..... a letter by the time she comes.  
a) has written b) will write c) will have written
4. Mother ..... dinner by seven o'clock.  
a) has cooked b) had cooked c) cooked
5. Alan ... his breakfast.  
a) didn't have b) had not have c) has not have
6. She ... a dress before party.  
a) has not made b) had not made c) didn't make
7. ... you... your homework by seven o'clock?  
a) will...have done b) will...do c) have...done
8. Her son ..... the home task by nine o'clock.  
a) didn't do b) has not done c) had not done
9. Peter ..... up yet.  
a) have not got b) has not got c) had not got
10. Who..... the exercise before the bell?  
a) has not written b) had not written c) have not written

#### **№3**

1. Why...you... the floor before your mother's coming?  
a) had not... swept b) have not... swept c) didn't sweep
2. Martin ..... up yet.  
a) had not got b) has not got c) have not got

3. They ..... by the evening.  
a) will not arrive b) don't arrive c) will not have arrived
4. When the police arrived, the car .....  
a) has gone b) had gone c) went
5. I ..... by this time through all the magazines.  
a) will not look b) would not look c) will not have looked
6. George .....doing his homework before eight o'clock.  
a) had finished b) has finished c) finished
7. He .....already..... his examination.  
a) had....taken b) has...taken c) have...taken.
8. ....Jane .... at the theatre this week?  
a) Have...been b) Had...been c) Has...been
9. He .....a letter by seven o'clock tomorrow.  
a) will write b) will have written c) writes
10. Look! John ..... his car.  
a) have washed b) had washed c) has washed

#### №4

1. He ..... by seven o'clock.  
a) will come b) will have come c) comes
2. Jane .....the article yet.  
a) has not translated b) had not translated c) translated
3. When I came, I saw that mother..... dinner.  
a) have cooked b) had cooked c) has cooked
4. She .....just ..... dinner.  
a) had....had b) have.....had c) has...had
5. My friend ..... English before he entered the institute.  
a) had studied b) studied c) has studied
6. .... you ..... everything by this evening?  
a) Will...finish b) Will... have finished c) Do...finish
7. She is free now. She.....her final exam.  
a) had passed b) has passed c) passed
8. The car ..... when I looked into the street.  
a) went b) had gone c) has gone
9. Look! Somebody.....my window.  
a) broke b) had broken c) has broken
10. We .....washing up by the time mother comes.  
a) will have done b) will do c) do

## Раздел II Развивающий курс

### Тема 2.5. Охрана окружающей среды

#### Практические занятия 27-29

**Цель работы:** совершенствование коммуникативной компетенции обучающихся по теме «Загрязнение окружающей среды».

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### 1. Повторите слова и словосочетания:

to worry about	scientists
environment	protection
energy	nature
waste	health
the chemical industry	radiation
the Earth	to forecast
pollution	earthquake



litter  
ecologists

generations  
disaster

## 2. Переведите текст:

### THE PROBLEM OF ENVIRONMENTAL PROTECTION

Environmental protection is the main problem facing humanity nowadays. The image of a sick planet has become firmly established in the public mind lately. Ten years ago, the word 'ecology' hardly meant anything for the majority of people, but today we cannot help bearing it in our minds. It has happened because of the growing effect of the rapid industrial development of the natural world, which has negative features of its own. As a matter of fact, the state of environment has greatly worsened of late.

There is no doubt that soil; water and air are contaminated with toxic wastes. Over the past few years we have been constantly speaking about ozone holes, droughts, high level of radiation, about food contaminated with chemicals. Scientists in many countries are very much concerned about drastic changes in weather patterns. The worst drought, the mildest winter and the most devastating hurricanes have become typical in those parts of the world where they used to be a rare occurrence.

Weather patterns have been changing recently due to the global warming-up process and its major reason – the greenhouse effect. The greenhouse effect is created by carbon dioxide emissions, released by industrial facilities and a constantly increasing number of cars. Thus, it is of vital importance that the world should start cutting down the release of gases that contribute to the greenhouse effect. What is the reason for people getting so much worried about the state of environment? The answer to this question is fairly simple. The thing is the deterioration of the environment is telling heavily on people. They are paying for this with their health. In addition, it is obvious what all people need is a healthy environment.

To solve this burning problem it is necessary for people to combine efforts, to raise safety standards at all industrial facilities, to adequately process by-products of industry, to set up an international space laboratory to monitor the state of environment and set up an international centre for emergency environmental assistance. All these measures will help us in solving these important problems and prevent us from dangerous illnesses and diseases.

## 3. Ответьте на вопросы:

1. What can cause air pollution?
2. What does acid rain harm?
3. What do you call scientists who study the weather?
4. Is there a lot of trash in your town?
5. What do you think you should do to protect the environment?

## 4. Разыграйте диалог:

- Do you know what Greenpeace is?
- I have heard about it, but I am not sure I know what they do.
- It is a public organization against nuclear energy. I have seen a program on TV about them.
- Do you think they can help to control the use of nuclear power?
- I do not know. Nevertheless, they are very energetic. They dressed up as corpses, walked about the shopping area, and whispered to people that they should be careful because there might be a radioactive cloud over their heads on that day.
- It looks funny to me. Why did you watch that program? There was an important football match on television the same evening.

## 5. Заполните пробелы:

1. When we (pollute) the air, the climate (change).
2. Nature (damage) when people (throw) away plastic bottles.
3. Animals (hurt) when we (leave) litter in the forest.

4. When trees (break), birds (disturb).
5. When litter (throw) in the river, water pollution (cause).

**6. Ответьте в краткой форме:**

1. What environment groups/organizations do you know? (name at least three)
2. What was the first national park in the world?
3. What are the two aims of national parks?
4. What is the difference between a national park and a nature reserve?
5. What are the three R's?

**7. Прочтите и переведите текст:**

### OUR EARTH

The Earth is the only planet in our solar system where there is life. If you look down at the Earth from a plane, you will see how wonderful our planet is. You will see blue rivers, lakes, seas and oceans. You will see high snowy mountains, green forests and fields.

There is more water on the Earth than land. Everything what is alive on the Earth needs water, air and the Sun. The nature around us is called environment. Since ancient times, man has tried to make his life easier. He invented machines and instruments, chemicals and atomic power. Today these inventions pollute the world we live in. In this world around us, there are two things that do not belong to any one country: air and ocean water. In both the air and the water, there is much pollution. People are concerned about the air and the water that are used by everyone, and they are concerned about the future of the Earth.

One of the most important pollution problems is the oceans. Many ships sail in the ocean water – fishing ships, some ships carrying people, some carrying oil. If a ship loses some of the oil in the water, or waste from the ships is put into the ocean, the water becomes dirty. Many sea birds die because of the polluted water.

Many kinds of fish die in the sea, others are contaminated. Fishermen catch contaminated fish, which may be sold in markets, and people may get sick if they eat it. Lakes and rivers are becoming polluted, too. Some beaches are dangerous for swimming.

The second important problem is air pollution. Cars and factories pollute the air we use. Their fume also destroys the ozone layer which protects the Earth from the dangerous light of the Sun. Aerosols create large “holes” in the ozone layer round the Earth. Burning coal and oil leads to global warming which may bring about a change in the world's climate.

Another problem is that our forests are dying from acid rain. Deforestation, especially destruction of tropical forests, affects the balance of nature in many ways. It kills animals, changes the climate and ecosystem in the world. A person can do some damage to the environment but the greater part of pollution certainly comes from industry. Modern industry production is the main threat to nature. Today people are worried about the threat of nuclear power.

Chernobyl disaster of 1986 in the result of the explosion of a nuclear reactor has badly affected Russia. About 18 per cent of the soil in the country is unfit for farming, and many districts are dangerous to live in.

At present, there are different organizations and parties in Europe and America that actively work to protect the nature from the harm. They want to stop the damage that is done by man to the nature in the result of nuclear tests and throwing poisonous waste into the seas and rivers.

It is time we asked ourselves a question: What can I do to protect nature? If we want our children to live in the same world we live in, or in a better and healthier world, we must learn to protect the water, the air and the land from pollution.

**8. Ответьте на вопросы:**

1. What will you see if you look down at the Earth from a plane?
2. What does everything alive on the Earth need?
3. Why did man try to invent machines and instruments?
4. Where is there much pollution today?

5. What pollutes water in the seas?
6. What pollutes the air we use?
7. What is the main threat to nature?
8. How much land in Belarus is unfit for farming?
9. What do different organizations in Europe and America do?
10. Are nuclear power stations necessary?

**9. Закончите предложения:**

1. If you look down at the Earth from a plane, ...
2. Everything what is alive on the Earth needs...
3. People are concerned about...
4. Many birds and fish die because...
5. Polluted air destroys...
6. Burning coal and oil leads to...
7. Modern industry production is...
8. Different organizations try to...

**10. Правильно или неправильно:**

1. The area of land is the same as the area of water on our planet.
2. Technical progress pollutes nature.
3. People are concerned about the future of the Earth.
4. The most important pollution problem is the land.
5. The ozone layer protects the Earth from the Sun.
6. People know how to protect the air, the water and the land from pollution.
7. The greater part of pollution comes from cars.

**11. Работа с презентацией «Ecological problems».**

**Раздел II Развивающий курс**

**Тема 2.6. Культурные и национальные традиции, краеведение, обычаи и праздники  
Практические занятия 30-32**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

**1. Прочтите и переведите текст:**

**HOLIDAYS IN RUSSIA**

There are many national holidays in Russia, when people all over the country do not work and have special celebrations. The main holidays are New Year's Day, Women's Day, May Day, Victory Day, and Independence Day.

The first holiday of the year is New Year's Day. People see the New Year in at midnight on the 31st of December. They greet the New Year with champagne and listen to the Kremlin chimes beating 12 o'clock. There are many New Year traditions in Russia. In every home there is a New Year tree glittering with coloured lights and decorations. Children always wait for Father Frost to come and give them a present. Many people consider New Year's Day to be a family holiday. Nevertheless, the young prefer to have New Year parties of their own.

A renewed holiday in our country is Christmas. It is celebrated on the 7th of January. It is a religious holiday and many people go to church services on that day.

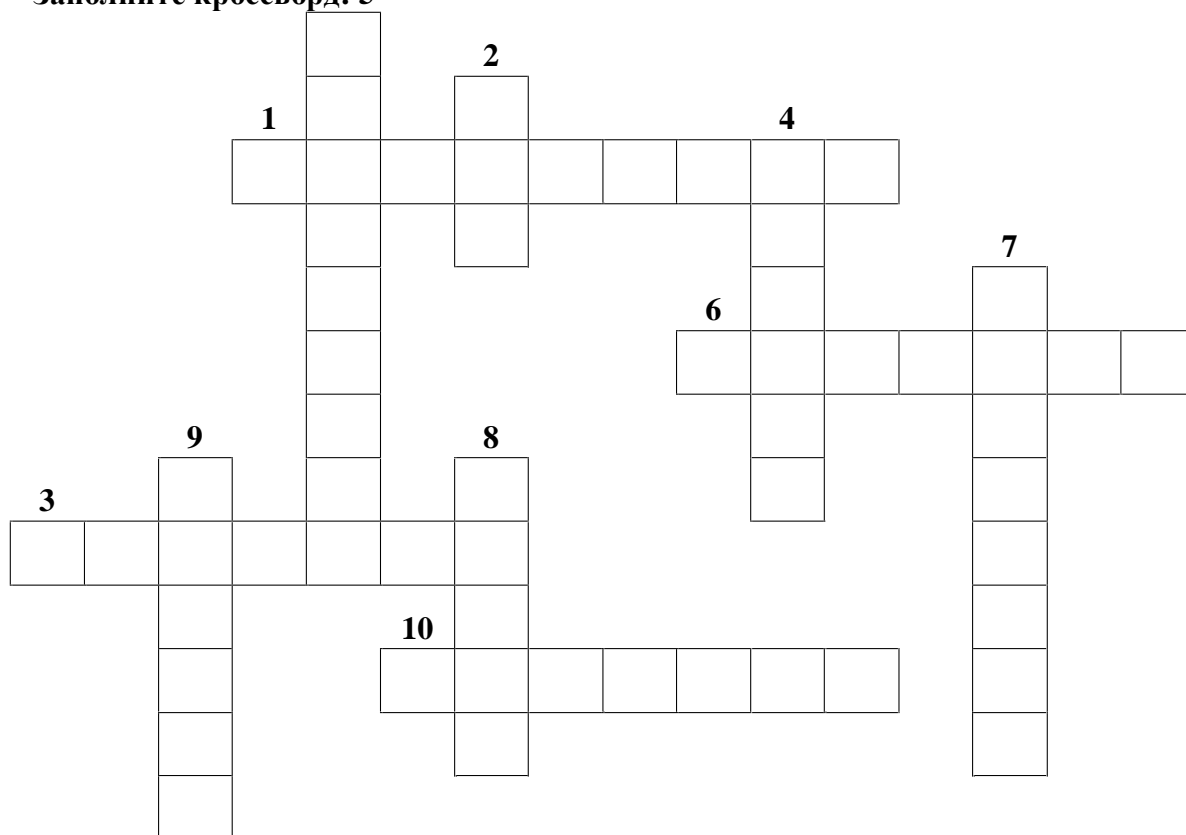
On the 8th of March, we celebrate Women's Day when men are supposed to do everything about the house, cook all the meals and give women flowers.

The greatest national holiday in our country is Victory Day. On the 9th of May, 1945, our army completely defeated the German fascists and the Great Patriotic War ended. We will never forget our grandfathers and grandmothers who died to defend our Motherland. We honour their





**Заполните кроссворд: 5**



1. The main thing Englishman's house.
2. A popular English drink.
3. The most popular indoor activity in Britain.
4. For breakfast most people have ... .
5. The national flag of UK is called ... .
6. English people like to talk about it.
7. The most popular holiday in UK.
8. This word reminded that no fighting was allowed in the house.
9. Englishmen are very... .
10. A popular market in London.

**Раздел II Развивающий курс**  
**Тема 2.7. Изобретатели и изобретения**  
**Практические занятия 33-36**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение. Грамматика - условное наклонение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

**1. Прочтите и переведите текст:**

**INVENTORS AND THEIR INVENTIONS**

1. Shrapnel – kind of an artillery shell. It is named in honor of Henry Shrapnel (1761-1842) – British Army officer.
2. Hugo Schmeisser – a famous German arms designer. He designed automatic rifle StG 44 during the Second World War.
3. Sandwich was named after John Montagu, Earl Sandwich (1718-1792).
4. The saxophone was designed in 1842 by the Belgian Adolphe Sax music master and patented it four years later.
5. "Rubik's Cube" was invented in 1974 by Hungarian sculptor and professor of architecture Erno Rubik.
6. Belgian brothers Émile and Leon Nagant developed Nagant revolver. Nagant revolver was used in many countries at the end of XIX – the middle of the XX century.
7. Mauser K96 – German pistol, designed in 1895. In Russia, Mauser became very popular. Fidel Mauser headed experimental arms factory "Mauser".
8. The American gunsmith Maxim developed Maxim machine gun in 1883. Maxim machine gun was widely used during the Anglo-Boer War, 1899-1902, World War I and World War II.
9. Oliver Winchester – American businessperson. In 1855, he bought firm Smith & Wesson and switched to production of weapons, mostly hunting, which is often called by his name.
10. Whatman paper – white paper. Distinguished by high resistance to abrasion. James Whatman paper manufacturer made it in the middle 1750s in England.
11. An American colonel, a hero of the Civil War Berdan, developed Berdan rifle.
12. Strass – imitation gemstone made of glass, from the name of the inventor, the jeweler Georg Strasse (1701-1773).
13. Walter – a pistol, called by the name of the manufacturer.
14. Browning – gun manufacturing company of the same name, the name of its founder, Belgian gunsmith John Moses Browning (1855-1926).

**2. Заполните таблицу:**

<b>invention</b>	<b>inventor</b>	<b>profession</b>
1. the ball-point pen		
2. Rolls-Royce car		
3. pasteurization		
4. waterproof raincoat		
5. the bowler hat		
6. the pistol with a barrel		
7. the diesel engine		
8. the counter of radioactivity		

**Раскройте скобки в условных предложениях II типа и поставьте глаголы в правильную форму.**

Н-р: If Susan ... (move) to Tokyo, she ... (live) near her sister. (Если бы Сюзан переехала в Токио, она бы жила рядом со своей сестрой.) – If Susan moved to Tokyo, she would live near her sister.

If you ... (have) a driving license, you ... (get) this job. (Если бы у тебя были водительские права, ты бы получил эту работу.)

My dog ... (be) 20 years old today if it ... (be) alive. (Моей собаке исполнилось бы 20 лет сегодня, если бы она была жива.)

I ... (go) to the police if I ... (be) you. (Я бы обратился в полицию на твоём месте.)

If people ... (not buy) guns, the world ... (become) safer. (Если бы люди не покупали оружие, мир стал бы безопаснее.)

Tom ... (not eat) much “fast food” if his wife ... (cook) at home. (Том не ел бы много «фастфуда», если бы его жена готовила дома.)

**Раскройте скобки в условных предложениях III типа и поставьте глаголы в правильную форму.**

Н-р: John ... (not have) a car accident if he ... (choose) another road. (Джон не попал бы в автомобильную аварию, если бы выбрал другую дорогу.) – John wouldn't have had a car accident if he had chosen another road.

I ... (visit) Sarah yesterday if I ... (know) that she was ill. (Я бы навестил Сару вчера, если бы знал, что она больна.)

If you ... (go) with me to Paris last month, you ... (see) the Eifel Tower too. (Если бы ты поехал со мной в Париж в прошлом месяце, ты бы тоже увидел Эйфелеву башню.)

We ... (not get wet) if you ... (take) an umbrella. (Мы бы не промокли, если бы ты взяла зонт.)

If Mum ... (not open) the windows, our room ... (not be) full of mosquitoes. (Если бы мама не открыла окна, наша комната не была бы полна комаров.)

Nick ... (not be) so tired this morning if he ... (go to bed) early last night. (Ник не был бы таким уставшим этим утром, если бы рано лег спать прошлой ночью.)

**Раздел II Развивающий курс**

**Тема 2.8. Государственное устройство, правовые институты России**

**Практические занятия 37-40**

**Цель работы:** формирование лексических навыков.

**Оборудование:** карта Российской Федерации, раздаточный материал, видеопроектор, учебники, словари.

**1. Ответьте на вопросы. Проверка теоретической подготовленности по теме:**

1. When was the new Constitution of the Russian Federation adopted?
2. What is the Russian Federation State system according to the Constitution?
3. For how long is the President elected?
4. What is the structure of the Federal Government?
5. Is the legislative power represented by the Federal Assembly?
6. What chambers does the Federal Assembly consist of?
7. Whom does the executive power belong to?
8. Who is the head of the Government?
9. What is the judicial branch of power represented by?
10. Can you depict the State symbol of Russia?
11. What is the hymn of Russia?
12. What is the National Emblem of Russia?



## **2. Прочтите и переведите текст:**

### **THE STATE POWER SYSTEM IN THE RUSSIAN FEDERATION**

In 1992 – shortly after the Soviet Union broke up – Russia established a transitional (temporary) government headed by Boris N. Yeltsin. Yeltsin had been elected president of the RSFSR in 1991. After the break-up of the Soviet Union, Yeltsin continued to serve as president of Russia. In December 1993, Russia adopted a new constitution that established a permanent government.

Russia is a democratic federative state based on rule of law and a republican form of government. State power in Russia is exercised by the President, the Federal Assembly, the Government and the courts.

One of the basic principles of constitutional government is the division of powers. In accordance with this principle, power must not be concentrated in the hands of one person or one institution, but must be divided among the legislative, executive and judicial branches of power. The division of powers requires that there be a clear delineation of responsibilities and a system of checks and balances so that each branch of power can offset the others.

The President is at the summit of the system of state power. He ensures that all the state institutions are able to carry out their responsibilities and keeps watching over them to ensure that no institution can encroach on another's prerogatives, attempt to usurp power in the country or take over another's powers.

The president of Russia is the government chief executive, head of state, and most powerful official. The president is elected by the people to serve a four-year term. The president, with the approval of the lower house of parliament, appoints a prime minister to serve as head of government. The prime minister is the top-ranking official of a Council of Ministers (cabinet). The council carries out the operations of the government.

Each institution of state power is only partially responsible for enforcing the Constitution. Only the President has the responsibility of safeguarding the state system, the state's sovereignty and integrity overall. This is the guarantee that the other state institutions and officials can exercise their powers in a normal constitutional fashion.

The President's place in the state power system is tied to his constitutional prerogatives regarding, above all, the executive branch of power. Legally, the President is distanced from all the branches of power, but he nonetheless remains closer to the executive branch. This closeness is reflected in the specific constitutional powers the President exercises as head of state.

The origins of this constitutional situation lie in the particularities of the way the government is formed in Russia. The Constitution does not link the process of forming a government to the distribution of seats in parliament among the different political parties and fractions. In other words» the party with the majority in parliament could form the government, but the government does not have to be formed according to this principle. Both approaches would be in keeping with the Constitution. However, a situation where the government makeup does not reflect the parliamentary majority can be a source of problems for many aspects of the executive branch's work, especially law making. Such problems could reduce the effectiveness of the executive branch's work and make it unable to resolve pressing tasks.

In order to overcome such a situation, the Constitution gives the President a number of powers that he can use on, an ongoing basis to influence the government's work. These powers include approving the structure of the federal executive bodies of power, appointing deputy prime ministers and ministers, the right to preside government meetings, exercise control over the lawfulness of the government's action, and direct subordination of the security ministries to the President. The President has the right to dismiss the government or to accept the Prime Ministers resignation, which automatically entails the resignation of the government as a whole.

The President works with two consultative bodies – the Security Council and the State Council. The President chairs these two councils. The system of Presidential power includes the Presidential Plenipotentiary Envoys in the Federal Districts.

## **3. Переведите на английский язык предложения:**

1. Общая площадь Российской Федерации составляет более 17 миллионов километров.
2. В мире вряд ли есть еще одна страна с такой разнообразной флорой и фауной.
3. Озеро Байкал – самое глубокое озеро на земном шаре и служит предметом гордости россиян.
4. На территории Российской Федерации существует 9 часовых поясов.
5. Россия является конституционной республикой с президентской формой правления.
6. Законодательная власть принадлежит Федеральному Собранию, состоящему из двух палат.
7. В Российском парламенте представлены такие партии, как Единая Россия, КПРФ, Справедливая Россия, ЛДПР.
8. Законодательная и судебная власти прямо не подчиняются Президенту.

#### **4. Просмотр презентации «Russia is my country».**

### **Раздел II Развивающий курс**

#### **Тема 2.9. Государственное и политическое устройство Великобритании, США**

#### **Практические занятия 41-44**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### **1. Прочтите и переведите текст:**

### **POLITICAL SYSTEM OF GREAT BRITAIN**

Great Britain is a parliamentary monarchy. There are two heads in the country. One is the Queen, and the other is the Parliament. Almost all the power belongs to the Parliament, as the Queen is only a formal ruler of the country. In other words, Queen Elizabeth II is the head of the state but the Parliament has the supreme authority. An interesting fact is that Great Britain does not have any written constitution, but has only a set of laws made by the Parliament. Official residence of the Queen is Buckingham Palace, in London. However, she has also some other residences in Britain. The Parliament has two chambers: the House of Lords and the House of Commons. The most important and powerful one is the House of Commons, which contains of 650 members. There are also a number of important political parties in Britain, such as the Conservative Party, the Labor Party, the Liberal Party, the Social Democratic Party and others. Each political party has its leader, who takes part in elections. The one who wins becomes an MP (Member of Parliament). The party that holds the majority of seats in the Parliament usually forms the Government, with the Prime Minister at the head. The House of Lords consists of nearly 1200 peers. The head of the House of Lords is the Lord Chancellor. This House has no real power. The interesting fact about the House of Lords is that it is a hereditary chamber.

The system of political parties in the UK appeared in the 17th century. At first, there were two parties. Tory (the party that supported the King) and Whigs (who supported the Parliament). The word "Tory" means "an Irish robber". A "Whig" was a Scottish preacher who could preach moralizing sermons for several hours.

Now the main British political parties are the Conservative Party the Labor Party the Party of Liberal Democrats. Since 1945, two political parties constantly represent the British Government: Conservative (who are called "Tory" by their opponents) and Labor (called "Whigs").

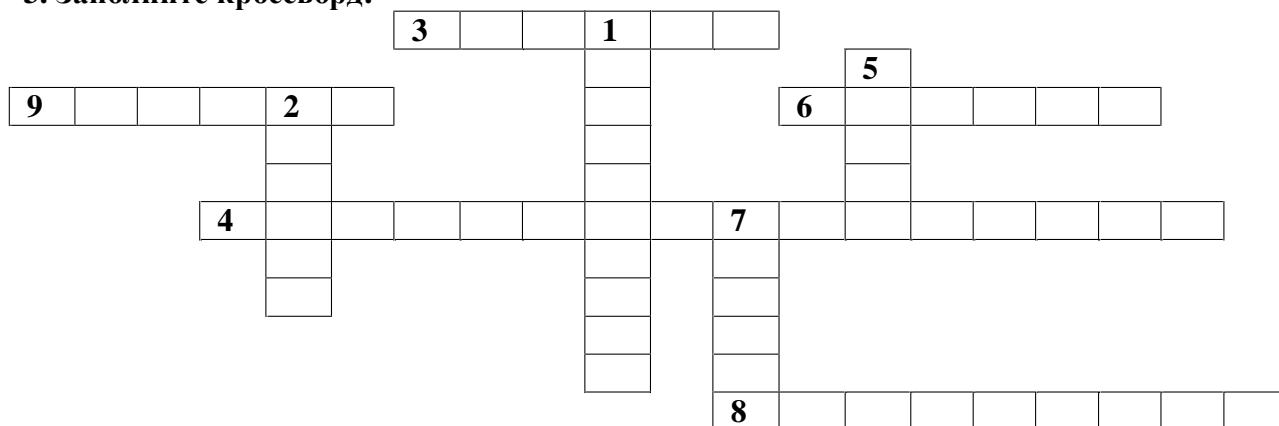
In 1988, the Liberal Party made an alliance with Social Democrats and the Party of Liberal Democrats was formed.

#### **2. Ответьте на вопросы:**

1. What form of Government is there in Britain?

2. What are the organs of the British Government?
3. What elements does the British Parliament consist of?
4. What is the legislature?
5. What does the executive consists of?
6. Where does the Government derive its authority?
7. How often must a general election be held?
8. Who becomes leader of the Opposition?
9. Is the British Constitution peculiar?

**3. Заполните кроссворд:**



1. This Palace is the London home of the Queen.
2. There is the London Zoo in this park.
3. It is one of the famous clocks in the world.
4. It is a Royal Church.
5. It was a fortress, a Royal palace, and it is a museum now.
6. This garden is a tourist shopping centre.
7. The widest river in Great Britain.
8. The modern centre of London.
9. The longest river in Great Britain.

**4. Выполните тест:**

1. Put the countries in the order according to their territory, from the smallest to the biggest.
 

a) Scotland	c) England
b) Wales	d) Northern Ireland
2. Match the country and its capital.
 

1) England	a) Cardiff
2) Scotland	b) Edinburgh
3) Wales	c) London
4) Northern Ireland	d) Belfast
3. Match the country and its symbol.
 

1) England	a) a shamrock
2) Scotland	b) a daffodil
3) Wales	c) a rose
4) Northern Ireland	d) a thistle
4. Which country has the biggest population?
 

a) England	b) Wales
c) Northern Ireland	d) Scotland
5. Where is the home of the British queen?
 

a) The Tower of London	c) Buckingham Palace
b) Westminster Abbey	
6. What is the national musical instrument in Scotland?
 

a) the violin	c) the guitar
b) the bagpipes	
7. Where is the lake Loch Ness situated?

- a) Scotland
- b) England
- 8. What is Eisteddfod?
  - a) a musicians and writers competition
  - b) a sports competition
  - c) a culinary competition
- 9. Say where in York you can:
  - 1) see the famous colored glass windows
  - 2) find out (узнать) about the history of York
  - 3) see Viking ice-skates
  - 4) find out about the trains of the future
  - 5) go on a ghost walk at night
  - a) the York city walls
  - b) York Cathedral
  - c) the National Railway Museum
  - d) the Jorvik Viking Centre
  - e) Clifford's Tower
  - f) Yorkshire Museum
- 10. Say where in Bath you can:
  - 1) see the first stamp in the world
  - 2) buy a book on the history of fashion
  - 3) enjoy tea with a famous bun
  - 4) go on a river trip
  - 5) drink water from the spring
  - b) Sally Lunn's House
  - c) the Bath Boating Station
  - d) the Museum of Costume
  - e) Bath Postal Museum
  - f) Victoria Park
- 11. Say true or false.
  - 1) 350 million people speak English worldwide.
  - 2) Big Ben is the name of the big bell in the clock tower of the Houses of Parliament.
  - 3) There is a museum about Sherlock Holmes in York.
  - 4) 5 million people live in Scotland.
  - 5) Belfast in Northern Ireland is the oldest capital in the world.
  - 6) Queen Elizabeth II son, Charles, is Prince of Scotland.

## 5. Прочтите и переведите текст:

### POLITICAL SYSTEM OF THE USA

The United States of America is a federal republic consisting of 50 states. Each state has its own government (state government). The capital of the USA is Washington. It stands on the Potomac river in the eastern part of the country.

The federal power is located in Washington, D.C. It is based on legislative, executive and juridical branches of power.

The legislative power belongs to Congress, which consists of two houses: the Senate and the House of Representatives. There are 435 members in the House of Representatives and 100 senators in Congress. Each state elects two members for the Senate. Election day is always in the month of November, on the first Tuesday after the first Monday.

The executive branch is headed by the President. The President is a commander-in-chief of the Armed Forces. The President can veto a bill. The president must be a native-born citizen at least 35 years old. The Vice - President, elected from the same political party as the President, acts as chairman of the Senate, and in the event of the death of the President, assumes становит-ся the Presidency. The President of the USA is chosen in nationwide elections every 4 years together with the Vice-President. The President can not be elected for more than two terms. The Cabinet is made up of Department Secretaries. The most important of them is the Secretary of State, who deals with foreign affairs.

The judicial branch is made up of Federal District Courts, 11 Federal Courts and the Supreme Court. Federal judges are appointed by the President for life.

In the USA there are two main political parties, the Democratic Party and the Republican Party. The Democratic Party is the oldest of the two. Its history began back in the 1820s. The Republican Party was organized in the 1850s. The present constitution was proclaimed in 1787 in Philadelphia.



1. It is one of the main cities of the USA. It was the first capital of America from 1790 until 1800. The USA constitution the first written constitution in the world was adopted in this city in 1787.
2. This city is situated on the left bank of the Potomac River. It is one of the most beautiful and unusual cities in the USA. It has little industry. There are no skyscrapers. It was named after the first American President.
3. It is the largest city in the United States. It is situated at the mouth of the Hudson River. It is the world leader in finance, the arts and communications. There are many skyscrapers of fifty and more stories in it.
4. It is one of the oldest cities. It was founded in 1630. There are three universities in this city. The oldest university in the USA, Harvard University, was founded in 1636.
5. It is the second largest city in the USA after New York City. It is situated in Southern California. This city is known as a center of the American entertainment industry.

## **Раздел II Развивающий курс**

### **Тема 2.10. Информационные технологии и научно-технический прогресс**

#### **Практические занятия 45-47**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### **1. Прочтите и переведите текст:**

##### **WHAT IS INTERNET?**

Nowadays more and more people are interested to be known about all events, in taking some information quickly. With the help of Internet, you can make it easily. Internet is a global network connecting millions of computers. More than 100 countries are linked into exchanges of information. Internet is accessed (доступен) by a user when there are computers connected by modems and telephone lines. There are several applications called Web browsers that make it easy to access доступ the World Wide Web. The most popular browsers are Google Chrome, Mozilla Firefox, Opera, Safari and Microsoft Internet Explorer.

##### **WHAT IS E-MAIL?**

E-mail is the abbreviation for electronic mail. Usually, it takes only a few seconds or minutes for mail to arrive. If you have any mailbox, you may have to check your electronic it periodically, although хотя many systems tell you when mail is received. After reading your mail, you can store хранить it in a text file, forward it to other users, or delete it.

##### **HISTORY**

It is hard to imagine our lives without Internet nowadays. It has become an important part of every person's life. It has drastically changed everything around. Originally, Internet was a military experiment in the USA of 60-s. Soon it became clear that everyone in the world could use it. Since the time of Internet appearance, many other media sources became unnecessary.

You can find the information you are looking for in 5 seconds. Just google it and here is the answer. It is very convenient for students, professionals, experts and all other people.

#### **2. Переведите текст письменно:**

Facebook – Social Network, founded in 2004 by Mark Zuckerberg and his roommates while studying at Harvard University, including Eduardo Saverin, Dustin Moskovitz and Chris Hughes. Thanks to this site, Mark Zuckerberg became the youngest billionaire. At first website was named thefacebook.com, and was opened only to students of Harvard University, and then to

other universities in Boston and then for students of all educational institutions of the United States. Beginning in September 2006 the site was opened to all users under the age of 13 years, having e-mail. Facebook has more than 600 million users. Facebook allows you to create a profile with photos, invite friends, communicate, and inform other users about statuses. Facebook offers many features with which users can interact. Among the most popular – photo albums and a "wall" where friends can leave messages. A user can control the level of access to information posted on the profile, and determine who has access to one or another part. The most popular search engines in Europe – the American Google. Russian website “Yandex” is in third place.

### 3. Прочтите текст и выполните задание:

#### THE RICHEST MAN IN THE WORLD

Everyone has heard about Bill Gates, the icon of American business and the richest man in the world. Microsoft, the business he started with a friend in 1975, has become the world largest computer software company.

Bill Gates was born on the 28th of October 1955 in Seattle, USA. Seattle was once famous for producing Boeing aircraft, but is now better known as the home of Microsoft. From his parents Bill got a good business sense and a quick mind. His father is a lawyer and his late mother was a teacher and then a company director.

At school, Bill soon showed that he was very intelligent. His favourite subjects were Maths and Science. At 13, he got interested in computers. Bill Gates and his friend Paul Allen were soon spending all their time writing programmes and learning about computers instead of doing their homework.

After finishing school in 1973, Bill went to Harvard, America’s most famous university. Most of the time he worked on the computers in the university laboratory. The next year, he and Paul Allen wrote an operating programme for first microcomputer. Bill knew, even then, that he would revolutionize the world of computing and he left Harvard before finishing his studies.

The two friends started Microsoft in 1975, and very soon it became a business success. In 1980, Gates bought a small company that produced an operating system called DOS. He made some changes to it and renamed it MS-DOS. He sold the rights to use this system to IBM. Since 1980 MS-DOS has been the standard operating system for all PCs. Microsoft has also developed such well-known programmes as Windows, Excel and Internet Explorer.

Bill’s dream to computerize everything – TVs, telephones, lights, even the way you cook dinner... One reason for his success is that Bill has always been very ambitious and hardworking. This has not left him much time for a normal personal life, but in 1994 he married Melinda French, a Microsoft employee. The couple has two children: a daughter, born in 1996, and a son, born in 1999. Bill Gates has written two books, *The Road Ahead* (1995) and *Business and the Speed of Thought* (1999). Both books are bestsellers. Bill does not have much free time, but when he has a chance he likes playing golf and bridge. He is also fond of reading about science.

For such a rich person, his life is simple, and he spends very little on himself. The Bill and Melinda Gates Foundation have already given \$300 million to charity, and he says he plans to give away almost all of his wealth when he retires.

### 4. Выберите правильное слово или словосочетание:

1. From his parents Bill Gates got ...
 

a) a large fortune	b) a good business sense	c) a pair of microcomputer
--------------------	--------------------------	----------------------------
2. At school Bill spent most of his time ...
 

a) doing his homework	b) reading books	c) learning about computers
b) reading books		c) learning about computers
3. Many years ago Bill Gates bought a small company that produced ...
 

a) microcomputers	b) operating systems	c) operating programmes
-------------------	----------------------	-------------------------
4. When Bill Gates has free time he ...
 

a) plays golf and bridge	b) listens to music	c) plays with his children
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### 5. Закончите предложения:

1. At school Bill's favourite subjects were ...
2. Bill left Harvard before finishing his studies as ...
3. Bill's dream is ...
4. One reason for Bill's success is ...
5. Bill is very generous when ...

## Раздел II Развивающий курс

### Тема 2.11. Общественная жизнь

#### Практические занятия 48-50

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### 1. Прочитайте и воспроизведите диалог «We Are Volunteers»:

- Hello, Tanya!
- Hello, Vadim!
- I often notice that you stay after classes at the university. What do you do?
- Well I work as a volunteer. There are several students from our university, who are members of the organization "From Heart to Heart". We sometimes stay after classes in order to discuss our work.
- And what's the main aim of the organization?
- The main aim is to help other people.
- So what do you do?
- We visit elderly people of our city, help them to solve their problems and communicate with them.
- But you do not receive money for your work.
- We are very glad to help them. We do not work for money. Nowadays many young people work as volunteers. It is very interesting.
- I also have thought about it. May I go next time with you? Of course! I will be glad if you like our work.

#### 2. Выбрать правильную форму глагола:

1. Volunteering \_\_\_\_ an opportunity to change lives, including your own (is/are)
2. Homeless people \_\_\_\_ people who have no place to live (is/are)
3. Donation is money that somebody \_\_\_\_ to help a person or organization (gives/ give)
4. Volunteering also can give you a sense of responsibility because people really \_\_\_\_ on you (depend/ depends)
5. The voluntary movement \_\_\_\_\_ in 1920 (appear/ appeared)
6. I have \_\_\_\_ the book "Timur and his team" (read/ reading)
7. A lot of volunteers \_\_\_\_ required for the Football world Cup (will be/is)

#### 3. Ответьте на вопросы:

1. What are the most important problems of teens nowadays?
2. Who can help the young people in difficult situations?
3. Is it hard to live in our society?
4. Our government cares about the future generation, doesn't it?
5. Do you prefer to cope with your problems yourself or to complain to somebody?
6. Do you agree that adults have the same problems as children?
7. Is it easy to be young?

#### 4. Прочитайте и переведите текст:



Arriving home after her part-time job at Burger King, Lykesia Lilly planned to shoot some hoops. It was late afternoon on a Sunday. Maybe she'd even play some one-on-one with her little nephew Adrian before supper. But when Lilly asked her sister where the boy was, her casual question was met with concern. "I was outside looking for him because his dad and I realized we hadn't seen him in a while," recalls Adrian's mother, Stephanie Crump. "He was supposed to be playing at a house down the street, but when we called, he wasn't there."

In their tiny, rural community of Burnsville, North Carolina, kids still run freely from yard to yard, popping in and out of single-story brick houses with tree-lined lawns. Even traffic poses little threat. The hamlet's centre consists of a single blinking caution light and two stores. But on that sunny May afternoon, six-year-old Adrian Clark seemed to have simply vanished. Much of his close and extended family joined in a frantic search, combing the neighbourhood and the energetic first grader's usual play spots.

Finally, they heard faint cries coming from below a mound of rocks piled on his grandmother's lawn. "We could hear him, but we couldn't see him," recalls Lilly. "It was like he was invisible." Following his voice, they stumbled on an abandoned well covered with landscaping shale that had been forgotten for years. Somehow Adrian had pushed the slabs aside and slipped into the ragged hole in the ground. There, down the dark, narrow shaft, they saw him — a small figure 15 feet below, suspended over water. Exhausted and shivering, he'd been clinging to pieces of craggy rock and concrete for nearly an hour.

From the lip of the well, the family tried to reassure the child. But they had no idea how to get him out. The well was only 14 inches wide at the top, "the size of a five-gallon bucket," says Crump. "We realized none of the adults could fit through it." They lowered a long orange extension cord, but Adrian — who'd slipped into the murky, freezing water three times by now — was too afraid to let go of the wall to wrap the lifeline around himself.

Fighting hysteria, Crump made two calls to 911. One reached the local volunteer fire department, and the other, the Anson County EMS dispatcher, 13 miles away. But Crump still worried that Adrian would lose his grip before they got there. That's when Lilly decided she had to go down — despite her inability to swim. "Everyone was panicking and crying, and I knew I couldn't wait any longer," she recalls. "I just had to get my nephew."

Crump and Adrian's father, Dale Clark, lowered Lilly down the shaft as far as they could, then let go. The well got wider part of the way down, and she slid past her nephew and into the water below. Fortunately, Lilly instinctively pushed off the bottom, 12 feet underwater, and surfaced just under Adrian. "I got focused," she says. With the water level just under her nose, Lilly then bolstered her 100-pound nephew, who was shaking in his soaking clothes. With one arm, she grabbed the cord that Adrian's father was dangling from above and tied it around Adrian's waist. "I was pushing him and holding on with my legs while they were pulling," Lilly says. "Somehow they got him out. I believe God was with us that day."

Lilly herself was pulled out just as the rescue squad arrived. Both Adrian and Lilly were taken to the hospital, where he was blanketed with heat packs to ward off hypothermia and she was treated for bruises and lacerations. County workers sealed the well for good a few days later.

The next week, Crump threw a surprise party to honour the gentle-natured teen, who in the past had expressed fear of even the tamer rides at a nearby amusement park. "I think, Lord, if my baby had drowned, if he hadn't been able to hold on," Crump says. "I can't thank Lykesia enough." Now working in a day-care centre, Lilly is hoping for a scholarship to attend the University of North Carolina, where she wants to study forensics. "She's more serious and responsible now," observes Crump. "I don't think she knew she had it in her."

Lilly and Adrian have been uniquely close since the rescue. "He reminds me all the time," she says fondly. "He'll say, 'Thank you, Auntie, for saving me.' And he'll hug me. Just out of the blue.

*(Adapted from 'Leaps of Faith' by Joanna Powell)*

### Тема 3.1. Моя будущая профессия Практические занятия 51-55

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### 1. Составьте слова:

heecatr  
corotd  
ctabaro  
noclw

rakbe  
refmar  
marnfie  
nesur

#### 2. Угадайте профессию:

1. Who works in a field?
2. Who works with computers?
3. Who helps sick animals?
4. Who helps children to learn?
5. Who takes pictures of famous people?

6. Who makes new cars?
7. Who flies in a spaceship?
8. Who helps doctors?
9. Who flies in airplanes?
10. Who can play tricks?

#### 3. Соотнесите слова и предложения:

1. a teacher
2. a doctor
3. a policeman
4. a clown
5. a postman
6. a dancer
7. a fireman
8. a baker
9. a dentist
10. a pupil

- a) He bakes bread.
- b) He works in a circus.
- c) He takes care of our teeth.
- d) He fights fires.
- e) She studies at school.
- f) He delivers letters.
- g) She gives pupils homework.
- h) He helps sick people.
- i) He protects people.
- j) She works in a theatre.

#### 4. Исправьте предложения:

1. Doctors teach children.
2. A nurse helps doctors.
3. A pilot drives a car.
4. A farmer works on a farm.
5. Teachers work at school.

6. A fireman brings letters.
7. Workers bake bread.
8. A programmer fights fires.
9. Dancers work in the hospital.
10. Clowns work in the circus.

#### 5. Заполните пропуски словами: *fights, drives, work, helps, bakes, brings, flies, protects, play, take care of*:

1. A postman ... letters.
2. Clowns ... tricks in the circus.
3. A policeman ... people.
4. A fireman ... fires.
5. My mother ... cakes well.

6. His father ... a car.
7. I ... my teeth.
8. An astronaut ... in a spaceship.
9. Teachers ... at school.
10. A vet ... sick animals.

#### 6. Запишите и выучите слова и выражения, которые необходимо знать по данной теме:

1. tough decision – сложное решение
2. salary – жалование, заработная плата
3. wage – заработная плата
4. do what you love and the money will follow – занимайся любимым делом, а деньги последуют
5. passionate – влюбленный

6. to succeed – достигать цели, преуспевать; иметь успех
7. to equal – равняться
8. well-paid job – хорошо оплачиваемая работа
9. to stand one's ground – проявлять твердость, стоять на своем
10. employer – работодатель
11. employee – служащий, работающий по найму
12. self-employment – самостоятельная предпринимательская деятельность
13. to own a business – владеть делом / предприятием
14. enterprising – предприимчивый, деятельный, инициативный
15. nine-to-five job – работа полный рабочий день
16. to appeal – привлекать
17. to start / set up a business – открывать дело
18. complicated – сложный, запутанный
19. work schedule – рабочий график
20. to suit – подходить
21. traffic jam – пробка, затор в уличном движении
22. commute – расстояние, преодолеваемое во время ежедневных поездок из пригорода в город (обычно на работу)
23. extended – длительный
24. paycheck – зарплата
25. spheres of activity – сферы деятельности
26. to run a business – управлять предприятием, заниматься бизнесом
27. flexibility – гибкость
28. painter – художник
29. designer – дизайнер
30. architect – архитектор
31. master chef – шеф-повар
32. veterinary surgeon / vet – ветеринарный врач
33. surgeon – хирург
34. nurse – медсестра, сиделка
35. policeman – полицейский
36. hairstylist – парикмахер
37. fireman – пожарный
38. accountant – бухгалтер
39. waitress – официантка
40. driver – водитель
41. interpreter – устный переводчик
42. office clerk – офисный служащий

## 7. Прочтите и переведите текст:

### THE WORLD OF PROFESSIONS

Choosing a career is one of the most important and tough decisions people will ever make in life. According to Confucius, "Find a job you love and you will never work a day in your life." It is absolutely true. If you are passionate about your work, you have more chances to succeed. Well, choosing a proper career is a conscious decision of a grown-up person, and it is essential to explore job options that match your interests, skills and knowledge. It is absolutely wrong to chase your parents' dreams. If you are not interested to work in a field they want you do, always stand your ground. It is high time for you to decide for yourself what to do for living and to find your real calling. Moreover, when you make a choice, it is also important to get appropriate education that will give you all the necessary skills, knowledge and practical aware-ness.

Today there are a lot of job options to choose from out there. Anyway, the choice of professions depends on people's individual abilities and talents. Some people have dreams of be-coming a doctor and saving people's lives, others like cooking and become master chefs. There are people, for instance, who like taking care of animals, and therefore become veterinary

surgeons. Some people have a talent for painting and are not good at the other things. It is not difficult to guess that they become painters, designers or architects. All in all, today the most popular jobs are office clerks, policemen, teachers, waitresses, hairstylists, drivers and some others.

As far as I am concerned, I want to start my own business and open my own travel agency. I am too independent and enterprising to work for an employer. The idea of doing a nine-to-five job does not appeal me at all. One of the reasons I want to set up my own business or become self-employed is independence. To begin with, I can earn money working from home and spend more time with family and friends. Secondly, I can choose any work schedule that suits me best. Thirdly, if you are your own boss, you avoid the stressful daily commute and traffic jams. Furthermore, self-employed people tend to have an extended vacation. Finally, my success depends on me and my own decisions.

Some people think that getting a good salary is more important than having the job you really want. I am convinced that an enjoyable job equals a worthy salary. For instance, people can turn their hobby into a profitable business and earn decent money from home. Besides, people spend too much time at work and it is wrong to waste time on unpleasant things.

## **8. Расскажите о своей будущей профессии.**

## **9. Познакомьтесь с формой резюме:**

В США резюме принято называть Resume, в Европе – CV (Curriculum Vitae):

- Личная информация (Personal Information)
- Цель (Objective)
- Опыт работы (Work Experience) если есть.
- Образование (Education)
- Специальные навыки (Additional Skills)
- Рекомендации (References)

## **10. Выучите наиболее употребляемые слова:**

directed, led managed, supervised; achieved, delivered, drove, generated, grew, increased, initiated, instituted and launched; cut, decreased, reduced, slashed; accelerated, created, developed, established, implemented, instituted, performed, pioneered, planned, produced, reengineered, restructured, saved and transformed.

## **11. Переведите резюме, составленного на определенное объявление о вакансии: Объявление о вакансии**

Large European pharmaceutical company seeks for **Clinical Research Associate**

### **The ideal candidate should have:**

Medical or pharmaceutical degree;  
At least 1 year experience as researcher;  
Fluent English;  
Advanced computer skills;  
Goodwill to learn and work hard;  
References on request.

### **We offer:**

Competitive package;  
Trainings.

**Kindly send your CV to attention Recruitment manager fax 916 20 35**

### **Резюме**

**DR. ALEXANDR IVANOVICH CHUTRENOV**

**Ul. Finnskaya, 31/2-34**

**Moscow, RUSSIA**

**Tel: +7 (095) 874 2854**

**Email: a.chutrenov@moskdat.ru**

**OBJECTIVE**

**Clinical Research Associate**

Having completed many years in my specialist field of treatment of leukemia, I have decided that the time is right for a change in area of specialization. Completing my Ph.D. was one of the most exciting and challenging periods of my life and I want to experience such a steep learning curve again in another medical field. The position of Research Associate would therefore be very suitable for me as I have many years' experience at prestigious medical institutes and have studied in Russia, Germany and in the United States. My level of language is therefore exceptional, and my communication skills have been thoroughly tested. I am looking to broaden my knowledge of medicine, to which I have devoted my life and feel that I would be a particularly suitable candidate for the position.

**PERSONAL DETAILS** Date of Birth: 12 April  
1969 Marital Status: Married

### **EDUCATION**

**New York University of Medicine** – Major field of studies:

– Research into Pharmaceuticals of Treatment of Leukemia

**Moscow State University (MGU)** – Major field of studies:

– Medicine and Pharmaceutical Research

– Qualification: Doctor of Pharmaceuticals (PhD)

### **WORK EXPERIENCE**

**Pharmaceutical Researcher at Pfizer, UK**

- Research into the effective treatment of leukemia – Focusing on the reduction of treatment side-effects
- Organizing personal funding of research and funding of departmental research
- Organizing pharmaceutical testing
- Liaising with other research departments
- Organizing interns and student work experience

**Research Assistant, Pfizer, Germany**

– Research into alternative therapies of renal cancer and leukemia – Organizing departmental funding

**Research Assistant, New York, USA**

– Research into alternative therapies for cancer patients

### **ADDITIONAL SKILLS**

– English – Advanced Level / Cambridge Proficiency – German – Advanced Level

– Experienced with MS Word, Excel, Internet Explorer and Outlook Express, Turbo Cad, many analytic programs.

– Driving License Category A

**12. Составьте резюме, согласно следующим**

**рубрикам:** a. Objective

b. Qualification

c. Education

d. Language

e. Work history

f. Personal

**Раздел III Деловой английский язык**  
**Тема 3.2. Деловое общение**  
**Практические занятия 56-58**

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, монологическая и диалогическая речь

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

**1. Прочтите и переведите диалог:**

**SENDING A LETTER**

Not long ago Vlad applied for a grant from an American university. He was sure he had all chances to win this grant. Soon he got a message that the board at the University had sent him the application documents and forms to fill in. The letter having been posted by FedEx, the board informed him about the tracking number. Vlad doesn't know what this means, so he asks Boris, his brother-in-law, about FedEx.

**Vlad:** Hi, Boris, I have got a little problem.

**Boris:** What is it? What is the matter?

**Vlad:** I saw you receive a parcel with a sign FedEx several times.

**Boris:** Well, I use their service quite often. Why are you asking?

**Vlad:** You see, I must get a letter sent by FedEx, and I don't know what I am to do.

**Boris:** You know, it is rather simple. FedEx is an American company specializing in delivering letters, parcels and goods. In fact, it is a carrier service, or an express transportation company. There are quite a lot of companies of this kind all over the world, say, DHL, FedEx, German Parcel, etc.

**Vlad:** Then, in what way are they different from traditional postal service?

**Boris:** In fact, there is a great difference. To begin with, they are more reliable than the regular post. Having something really important to be sent, you'd better use the service of such company, though their services are not cheap.

**Vlad:** Does FedEx deliver internationally, being an American company?

**Boris:** Of course, they do. If I am not mistaken, they have representative offices in more than 200 countries.

**Vlad:** Have they, really? Then, I think, I am sure to receive the documents very soon. But then there is one more question: they have supplied me with the tracking number. What is it needed for?

**Boris:** Oh, using this number you can track your letter.

**Vlad:** Where can I track it?

**Boris:** In the Internet, of course. Just go to FedEx homepage and insert the number you received. You'll get the complete information about where your package is and when it is going to be at your destination. It is interesting sometimes to see that your parcel travels through so many countries to reach you.

**Vlad:** Do you want to say that their delivery is slower than a usual post service?

**Boris:** Why do you think so?

**Vlad:** You said it travels to many countries ...

**Boris:** No, it is very fast. They choose the best way to deliver. They have their own aircraft and vehicles.

**Vlad:** It is really very interesting. I wish I knew this before. Now I'd better go and track my parcel.

**2. Переведите диалог на английский язык. Translate into English.**

– Куда ты идешь?

– Я иду на почту. У меня есть подруга, которая живет в США.

– Вы давно переписываетесь?

– Уже год.

- Ты часто отправляешь ей письма?
- Довольно часто.
- А вы не пробовали переписываться с помощью Интернета? Это очень удобный способ передачи сообщений, быстрый и очень надежный.
- Неплохая идея, только у меня нет дома компьютера.
- Но ты можешь отправлять письма из компьютерного клуба.
- Хорошо. Надо будет узнать ее электронный адрес.
- Where are you going?
- I'm going to the post office. I've got a friend, she lives in the USA.
- How long have you been pen-friends with her?
- Already a year.
- Do you often send letters to her?
- Rather often.
- Did you try to exchange letters via Internet? It's very convenient means of exchange messages: fast and very reliable.
- It's not a bad idea, but I have no PC at home. – But you can send letters from a computer club.
- OK. I need to know her e-mail address

### **3. Прочитайте и переведите статью:**

#### **Negotiating by e-mail**

Who has not typed out an angry reply to an e-mail message, hit the send button – and then regretted it? Surely no technology has led to so many conflict and lost friendships as electronic mail. But nowhere is e-mail more dangerous than Experiments by Michael Morris, an academic at Stanford Business School, and a group of colleagues have now demonstrated what many people have always thought: negotiations are more likely to go well if they are conducted, at least in part, face-to-face, rather than between strangers with keyboards and screens. E-mail is not necessarily a bad way to negotiate, but the research suggests that it Together with Leight Thompson, of the Kellogg Graduate Business school at Northwestern University, and several other academics, Mr Morris studied mock negotiations that used only e-mail and compared them with ones where there was a brief getting-to-know you telephone call before the negotiations. The second type went more smoothly. Other experiments found that electronic negotiations were easier when the negotiators began by swapping photographs and personal details, or when the already knew each other.

*(From The Economist)*

### **4. Заполните нижеследующее, указав данные в тексте письма.**

I have received your letter of...  
 Further information will be sent to you on....  
 In your letter of... .  
 The conference will last from... to....  
 I shall attend the conference in Moscow on ....  
 Professor Jones is arriving in Rostov on....

### **5. Разделите следующие фразы на три колонки.**

Dear Mr. Smith, I am looking forward to your reply, I look forward to our meeting in Boston, Dear Ms. Smith, Respectfully yours, Dear Prof. Smith, I hope to hear from you soon, Yours truly, Your quick response will be appreciated, Yours faithfully, Dear colleagues, I am looking forward to hearing from you in the nearest future, Dear Sir / Madam, To whom it may concern, Yours sincerely, Faithfully yours, Thank you for your time / effort / help, Sincerely yours.

### **6. Прочитайте и переведите текст:**

## Making a phone call

In order to make a phone call from a pay phone in Britain, first of all you have to decide on how you will pay for the call because there are several options at your disposal. You may do it by inserting some coins into the slot if you are using cash, by inserting the phone card you have previously bought or you can make use of your credit card. Once you have decided on the way you are going to pay, you must pick up the receiver, then you dial the number wanted by pressing the buttons on the telephone. If you hear a frequent high tone buzzing it means that the line is engaged. Hang up and your coin or coins will be returned. Then try again. If you hear a prolong buzzing it means that your call has been put through and your number will answer in a moment. If you make a call to a company you may hear the operator calling 'Number, please?' or 'What can I do for you?' or 'Who do you want to speak to?' Then you either tell the operator the extension number or say 'Hello, can I speak to Mr. Smith?' If your line is engaged the operator will ask you if you wish to hold, and when the line is free the operator will connect you by saying 'Go ahead. You are through' or simply 'Putting you through'. When your conversation is over you hang up by putting the receiver back in position on the telephone.

### Раздел III Деловой английский язык

#### Тема 3.3. Инструкции, оборудование, руководства

#### Практические занятия 59-62

**Цель работы:** активизация лексики по теме в разных видах деятельности: чтение, аудирование, говорение.

**Оборудование:** раздаточный материал, видеопроектор, учебники, словари.

#### 1. Прочтите и переведите инструкцию:

### DRILLER

This job description has been developed and approved for an employment contract with and in accordance with the provisions of the Labour Code and other regulations governing labor relations in the Russian Federation.

#### 1. General Provisions:

- 1.1. Driller is classified as technicians.
- 1.2. Appointment of the driller and an exemption by the head (owner) of the enterprise
- 1.3. Appointed to the position of driller person with primary vocational education and special training in the prescribed program.
- 1.4. In our practice is guided by the driller this job description and instructions of his superior.
- 1.5. The driller has to know:
  - techniques and methods of drilling operations;
  - receptions and ways of boring works;
  - appointment and device of tools, adaptations, cars, mechanisms and the equipment, boring works used at maintaining;
  - rules and standards for the protection, safety and industrial hygiene;
  - receptions and methods of rendering the first pre-medical medical care;

#### 2. Job Responsibilities:

- 2.1. Driller before the working day:
  - held in the prescribed manner periodic medical examinations;
  - held safety training;
  - performs preparatory and preventive measures facilities and equipment;
- 2.2. In the course of the working day driller:
  - performs boring works;



- carries out service and small repair of the boring equipment and tool;
  - If necessary, use personal protective equipment;
  - strictly observes requirements of safety regulations and production sanitation;
  - immediately informs the direct the head about all shortcomings revealed in the course of work.
- Responsibilities driller more specifically determined by his immediate supervisor-specific and conditions produced by the drilling operations.

**3. Responsibility:** The driller is responsible for:

- 4.1. For poor performance or non-performance of their official duties under this job description – accordance with the labor legislation of the Russian Federation.
- 4.2. For offenses committed in the course of its activities – in accordance with the administrative, criminal and civil law.
- 4.3. For property damage – in line with legislation of the Russian Federation.

## **Информационное обеспечение**

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5. Романова Л. И. Английская лексика в тестах. - М.: Айрис-пресс, 2003, 336 с.
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7. Иностранные языки в школе: журнал; Учрежден Министерством образования и науки РФ.
8. 1 сентября English: Приложение к газете «1 сентября»; Учрежден Министерством образования и науки РФ.

**Интернет-ресурсы:**

1. Единое окно доступа к образовательным ресурсам. – URL: <http://window.edu.ru> (дата обращения: 15.03.2020). – Текст: электронный.
2. Научная электронная библиотека eLIBRARY.RU: <http://www.eLIBRARY.RU>
3. Ресурс Цифровые учебные материалы <http://abc.vvsu.ru/>
4. Стихи, песни, дидактические игры, словарик, статьи, уроки, международные проекты на английском языке. <http://www.englishclub.narod.ru>
5. Страноведение, разговорные темы, грамматика, тесты по английскому языку и др. <http://www.linguistic.ru>
6. Энциклопедия Британника. Всевозможная информация для изучающих английский язык. <http://www.britannica.com/>
7. ЭБС «Юрайт»: <http://www.biblio-online.ru/>